



**Job Title: Public Service Administrator - Opt 1**

Agency: Juvenile Justice

Closing Date/Time: Thu. 07/09/15 3:30 PM Central Time

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

Job Type: Exempt

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: GB063

Bid ID#: IDJJ27-15-15-0308

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires three years of responsible administrative experience including significant experience in an area related to records management and retention; requires extensive knowledge of functions of State government and of the character of relationships between the Executive branch with other branches; requires working knowledge of the principles of statistics; requires knowledge of Juvenile and Adult sentencing laws and sentence calculations. Requires ability to interpret new legislation and appellate mandates. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to develop and maintain cooperative working relationships. Requires ability to travel.

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

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)

Work Location: Illinois Youth Center - St. Charles

3825 Campton Hills Road, St. Charles, IL 60175

Agency Contact: Susan A. Swegle, SPHR, M.S. / Human Resources Representative  
Illinois Youth Center - St. Charles, 3825 Campton Hills Road, St. Charles, IL 60175  
630-584-0506 630-584-1014 (fax) [susan.swegle@doc.illinois.gov](mailto:susan.swegle@doc.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).

**Option 1 - Gen Adm/Bus-Mkt-Lbr-Per**

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**TITLE Accountant**

**DESCRIPTION**

We currently have an opportunity available in our Business Office for an Accountant. This person will be responsible for various accounting functions including journal entry preparation, account reconciliation, account analysis and reporting. He/she will also play a key role in month end close activities and assist the Accounting Manager in organizing the department work in order to meet internal and external deadlines.

**Duties and Responsibilities:**

Perform monthly, quarterly and annual close procedures.  
 Collaborates with and supports the Accounting Manager in carrying out the day to day responsibilities of the Business Office.  
 Recording payroll in general ledger including account reconciliation and analysis for all payroll and benefit expense and liability accounts  
 Maintains the fixed asset ledger, reviews monthly general ledger detail to identify new assets and prepares monthly depreciations journal entries.  
 Works with Finance Management and other departments on special projects and reports including preparation of the annual budget

**Education and Experience:**

Bachelor's degree in Accounting is required. CPA or CPA candidate is preferred. Prior experience working with general ledger accounting packages, journal entry preparation, account reconciliation and analysis. Experience with Microsoft Excel is essential. Minimum of one year of public accounting experience or two years of non-profit accounting is strongly preferred.

FULL-TIME/PART-TIME Full-Time  
 REQ NUMBER ACC-15-00001  
 EOE STATEMENT We are an Equal Opportunity Employer.

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at  
[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1063236&B\\_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1063236&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
 773.378.5902 fax 773.378.5903  
 sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
 email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
 please feel free to forward job leads to others



**TITLE Museum Attendant Guard**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**Duties and Responsibilities:**

Monitor the building and grounds by patrolling entry points, corridors, galleries, café, etc. Responds immediately to security calls and alarms  
Reports of any lost children or other persons in need and assists in locating the individual's group  
Reports to Guest Lead Host any damage to exhibits, unsafe building conditions or hazards.  
Assist visitors or staff with First Aid and adhere to fire safety and security  
May operate freight and passenger elevators to assist visitors or staffing throughout the building

**Education and Experience:**

High school diploma or equivalent  
Customer service background.  
Ability to respond to emergency and safety concerns, crowd control, etc.  
Strong communication skills and ability to provide exceptional customer service to visitors and staff  
Maintain professional appearance and interaction with visitors and staff  
First Aid, CPR and AED certified preferred  
Ability to use two-way radio, telephone, and Public Address System  
Ability to perform tasks requiring physical strength for duties listed above and able to be on your feet for extended periods of time as well as stoop, kneel, crouch, climb, balance, and carry up to 30lbs and assist with moving tables and chairs.  
Must be available to evenings and weekends including holidays

FULL-TIME/PART-TIME Temporary  
REQ NUMBER CUS-15-00003  
THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at  
[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1049550&B\\_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1049550&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**TITLE STEM Teen Community Coordinator**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION:** The Adler Planetarium (Chicago, IL) has an opportunity available in our Citizen Science department for a full time STEM Teen Community Coordinator. The Coordinator will serve as a primary liaison for Adler teen interns, volunteers, and program participants across the Far Horizons and Citizen Science departments. The Coordinator will work with teen programs staff to build out the volunteer experience for high school students, creating a comprehensive pathway for students interested in deep STEM experiences. They will oversee efforts to recruit new youth from targeted communities through both on-site and community based programs.

**Duties and Responsibilities:** Supervise Citizen Science interns and volunteers  
Assign projects and track status, lead department specific training  
Facilitate Citizen Science and Teen Community workshops and events for youth ages 11-18. Assist with building a new Teen Volunteer track for the Citizen Science department. Develop a system for continuous volunteer skills development and communications, and assist in developing community hacking content workshops and training. Supervise Far Horizons Teen Interns and Volunteers. Assign and track project status. Build and maintain an online community that develop and lead training  
Implement lower-tier recruitment efforts to include onboarding, manage online communications with Teen Volunteers across departments.

**Education and Experience:**

Bachelor's Degree in Education, Science. 1-2 years working with middle and high school students in a teaching, facilitator or a mentoring role. 1-2 years in educational program development and experience working with youth from diverse backgrounds. 2 years' experience developing and facilitating STEM programs. Ability to quickly learn new equipment and software, proficiency with social media and communications popular with teens. Experience with electronics, Arduino programming, web development, knowledge of basic atmospheric/meteorological science content and bilingual preferred.

**FULL-TIME/PART-TIME** Full-Time

**REQ NUMBER** CIT-15-00001

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

Apply online at

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1047112&B\\_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1047112&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**TITLE Major Gifts Officer**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

**Duties and Responsibilities:** Manage a prospect portfolio of approximately 75-100 prospects, establishing long term goals and annual objectives for individual, major, and planned gifts, and building positive and purposeful relationships. Conduct regular and ongoing portfolio analysis, communicate outcomes and challenges, suggest portfolio adjustments, and project results as needed for reports and planning. Work with the Director of Major and Individual Giving to provide assistance and strategic thinking for the portfolios of the Executive and Trustee leadership. Work with fundraising volunteers to increase their involvement and success in the solicitation process. Work with Major and Individual Giving team to build a robust moves management process that supports the team's efforts to identify, qualify, and research prospects and create strategies for cultivating and soliciting donors. Support institution-wide fundraising and other important donor events for cultivation and stewardship. Support the planning, launch and successful completion of future capital campaign. Provide ongoing departmental support. Some evening and weekend work required.

**Desired Skills and Experience:** BA degree is required. A minimum of five years in fundraising with significant experience in personal solicitation. Knowledge of fundraising strategies and track record of achieving financial goals, building donor relationships, and major gifts is essential. Excellent communication and analytical skills. Strong interpersonal skills and experience working with high volume volunteers, donors and colleagues on collaborative initiatives. Flexible and capable of managing multiple projects while working with a variety of constituents and colleagues. Collaborative and creative problem solver. Able to manager confidential information with discretion. Self-directed and proactive Experience with MS Word, Excel, PowerPoint required, experience working with Raiser's Edge preferred.

FULL-TIME/PART-TIME Full-Time

REQ NUMBER FUN-15-00001

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1049495&B\\_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1049495&B_ID=91&fid=1&Adid=0&ssbgcolor=000000&SearchScreenID=1859&CountryID=3&LanguageID=2)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**JOB: MAINTENANCE ENGINEER**  
WLS

**Job Description:**

ABC 7 Chicago has an opening for a Maintenance Engineer.

**Responsibilities:**

Candidate must be a self starter. He or she must also exhibit an ability to work with Engineering and News personnel in a demanding environment.

Applicant must be comfortable working in an IT - intensive environment.

Job hours may involve nights and weekends. Salary is per NABET/ABC Agreement.

**Basic Qualifications:**

Ideal applicant has a strong technical background in HD and SD digital video and audio systems, with a minimum of 5 years technical maintenance experience in TV technical facilities maintenance.

**Preferred Qualifications:**

Autocad experience a plus. College degree in Electrical Engineering or a corresponding technical field preferred.

**Additional Information:**

Interested applicants should upload a cover letter and resume online at [www.disneycareers.com](http://www.disneycareers.com)

Requisition ID # 259370BR

No phone calls please.

--

Equal Opportunity Employer - Female/Minority/Veteran/Disability

Reporting Location - Chicago, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**JOB: LINE PRODUCER - ASSISTANT DIRECTOR WINDY CITY LIVE**  
WLS

**Job Description:**

WLS-TV/ABC 7, the #1 television station in Chicago, is looking for a line producer - Assistant Director (DGA). The hybrid position requires work on the weekday production of Windy City LIVE. Candidate must have at least two years experience producing live TV. Candidate must also be able to write copy and be a liaison between the production staff and the design department.

**Job Responsibilities:**

Duties include but are not solely limited to: stacking the show, timing the show, writing teases, calling tapes and chyrons, and giving cues to the hosts of the program. Also is responsible for overseeing the production of Windy City Weekend, a 30 minute highlight show that airs on WLS-TV.

**Basic Qualifications:**

5+ years of broadcast experience (2+ years in the control room as a line producer)  
Strong editorial judgment as well as strong logistical skills  
Ability to time a one-hour, live talk show  
Ability to work well in a fast paced and intense atmosphere  
Ability to multi-task and prioritize  
Must be familiar with ENPS  
Ability to pay close attention to detail

**Additional Information:**

Candidate must join the Directors Guild of America

Interested applicants should upload a cover letter and resume online at [www.disneycareers.com](http://www.disneycareers.com)

Requisition ID # 276359BR

No phone calls please.

--

Equal Opportunity Employer - Female/Minority/Veteran/Disability  
Reporting Location - Chicago, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**JOB: WEEKEND MORNING NEWSCAST PRODUCER**

WLS

ABC 7 Chicago's #1 news is seeking an energetic, creative producer for our weekend morning newscasts.

**Basic Qualifications:**

The ideal candidate must have rock solid news judgment and be aggressive when it comes to covering breaking news.

The successful candidate will have strong writing, communication and organizational skills.

3-5 years of medium to large market experience is preferred. Must be able to work unpredictable hours and work under deadline pressure.

**Responsibilities:**

In addition to crafting a fast paced, visually compelling show, the producer is responsible for booking guests and creating relevant feature segments that will be of interest to weekend morning news viewers.

The producer will communicate with reporters about the focus and format of their stories. The producer will also be responsible for creating some graphics and editing some video at their desktop. This is a NABET represented position.

**Required Education:**

College degree required.

**Additional Information:**

Candidates should send a cover letter, resume and links to [wls-tv.newsdirector@abc.com](mailto:wls-tv.newsdirector@abc.com) or apply online at [www.disneycareers.com](http://www.disneycareers.com)

Requisition ID# 250207BR

No phone calls, please.

Equal Opportunity Employer - Female/Minority/Veteran/Disability  
Reporting Location - Chicago, IL

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others





**Job Title: Office Associate - Opt 2**

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-91690

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direction, performs a variety of complex specialized clerical duties for supervisory staff, types documents, 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 office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at a rate of 45 wpm. Requires knowledge and understanding of medical, technical and legal terminology.

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

Medical Field Operations, 1112 South Wabash, Chicago, IL 60605

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 2 – Typing**

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Office Associate - Opt 2 UNIT 5**

Agency: Human Services

Closing Date/Time: Wed. 07/08/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-70-15-0033

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs all clerical duties as assigned by the Unit Administrator, gathers reports and materials sensitive in nature, types complex correspondence, completes all filing, completes timesheets, composes and prepares memorandums and letters, and assists with all clerical duties required. May be assigned other duties that are within the scope of the duties of this position and as needed by the Administrator and facility.

**Minimum Requirements:**

Requires ability to type 45 wpm and be knowledgeable in computers and various software programs. Requires knowledge, skill, mental development equivalent to completion of high school and 2 years related office experience. Requires knowledge and understanding of facility policies and procedures; extensive knowledge of grammar, spelling, and punctuation; and ability to operate office equipment and perform routine maintenance.

Typing test given at James Thompson Center, 100 W. Randolph, Chicago, IL, St 3-300, phone number: 312-793-3565. Typing test results must be submitted with your application. Work Hours & Location/Agency Contact:

Hours of work: Monday - Friday 8:00am - 4:00pm

Contact: Dawn English, Human Resources

Ann M. Kiley Center 1401 W. Dugdale Rd. Waukegan, IL 60085

FAX: 1-847-249-0722

HOW TO APPLY: Current state employees: submit CMS100B promotional application (if applicable) with copy of your typing test to Kiley Center (fax above) and to CMS in Springfield (address on application) to obtain a qualifying grade. NON-state employees: submit a CMS100 application with copy of your typing test to Kiley Center and to CMS (as mentioned above) to obtain a qualifying grade. Bids MUST be received by COB on 7/8/15.

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



**Job Title: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Mon. 07/13/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-91-91680

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 am - 5:00 pm  
South Loop, 1112 S Wabash, Chicago, IL 60606

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).

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Job Title: Public Administration Intern**

Agency: Revenue

Closing Date/Time: Mon. 07/06/15 5:00 PM Central Time

Salary: \$2,611.00 - \$5,454.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: DOR 10653

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, for a period of twelve to twenty four months, receives extensive on-the-job training involving various facets of the Department of Revenues programs and operations; as assigned by the Director receives training in the technical tax processes of Revenue tax legislation projects and strategic planning projects.

Minimum Requirements: Requires a Bachelor's degree with major coursework in public administration, business administration, political science or a related field. Requires experience with the application of public administration tenets such as might have been obtained in collegiate organizations, volunteer participation or by employment. Degree must have been obtained no earlier than 18 months prior to submitting an application for the position.

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

Work Location: Illinois Department of Revenue

Director's Office/Research Office, 100 West Randolph, Chicago, IL., Cook County

The Public Service Administrator Option 2C targeted title requires a Bachelor's degree supplemented by a Master's Degree.

A copy of the candidate's official transcripts or a copy of the candidate's degree are required to be submitted with the CMS-100.

Agency Contact: A & R Shared Services Center

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

217-558-0987 217-782-9925 Fax

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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).

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



Specialty: Urgent Care

**Title: Immediate Care Medical Director (0.2 FTE)**

Availability: Immediate

Locations: All

Facility: ALL

**Description:**

Advocate Medical Group (AMG), a large multi-specialty group and an operating division of Advocate Health Care, seeks a part-time, 0.2 FTE Immediate Care Medical Director.

The Medical Director will provide medical leadership and expertise for all aspects of immediate care at Advocate Health Care.

The Medical Director will develop and manage the positive, mutually supportive relationships between Advocate Hospitals and Advocate Medical Group administration, Advocate Medical Group physicians, community-based physicians, service area leaders and Advocate Health Care clinical integration activities.

Must be board certified in either Emergency Medicine or Family Medicine and be licensed in the State of Illinois. Previous leadership experience is required.

Advocate Medical Group is one of the largest medical group practices in metro Chicago, with more than 1300 employed physicians representing over 30 specialties.

Advocate Health Care, offers more than 250 sites of care, including 10 acute-care hospitals and two integrated children's hospitals, and has been named by Thomson Reuters as one of the nation's top 10 health systems based on clinical performance.

In addition, Advocate has been recognized as one of the top 10 places to work in Illinois.

Consider joining our team of providers committed to providing top quality and compassionate care.

Interested candidates should forward cover letter and CV for consideration to: Andrea Turner, Physician Recruiter, at [Andrea.Turner2@advocatehealth.com](mailto:Andrea.Turner2@advocatehealth.com)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



Specialty: Cardiology, Pediatric

**Title: Director of the Adult Congenital Heart Disease Program**

Availability: Immediate

Locations: All

Facility:

Advocate Children's Hospital- Park Ridge

Advocate Children's Hospital-Oak Lawn

Description:

Advocate Children's Hospital & Advocate Medical Group are seeking a Board certified or eligible Director of Adult Congenital Heart Disease physician to lead our Adult Congenital Heart Disease program located in metro Chicago, Illinois.

Advocate Children's Hospital Heart Institute has been a major center for pediatric cardiology & cardiovascular surgery for more than 25 years.

The candidate would be responsible for organizing & directing the Adult Congenital Heart Disease Program throughout the Advocate Health Care system.

Our goal is to develop a top tier nationally recognized high quality full service ACHD program.

Key focus includes clinical management of complex adult congenital heart disease population, continued organization, coordination & growth of the Adult Congenital Heart Disease Program & development of interdisciplinary provider team.

Interest in clinical research is encouraged & will be actively supported.

The position includes teaching activities for pediatric & adult cardiology fellows, house staff & medical students. Options for academic affiliation are in place.

BC in pediatric or adult cardiology required. BC or BE in adult congenital heart disease required.

Fellowship training or extensive experience in adult congenital heart disease is required. Strong clinical competencies & leadership & organizational skills

Send CV to [nancy.mathieu@advocatehealth.com](mailto:nancy.mathieu@advocatehealth.com)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



**Clerical Assistant**

Location: Oak Brook, Illinois

Job ID: 21428

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Central Charge Capture

Status-FTE: 0.00 - Registry - 0

Shift: Day

No experience necessary.

Demonstrate excellent communication and interpersonal skills.

Performs varied receptionist and general office duties.

Accountabilities:

Compiles materials for reports and/or meetings as requested.

Collects and is responsible for fees for professional and support services, if applicable.

May batch and balance payments and charges at end of work period.

May assist in maintaining a neat and clean patient care area.

Performs other duties as required or assigned.

Performs related duties including but not limited to: photocopying material, answering telephone calls, stocking shelves, bagging and dispensing supplements.

May answer and/or screen telephone calls, provides information and takes messages.

Refers unanswered questions to appropriate person or manager.

May process, update and maintain records and files as required.

May greet and receive patients and ascertain their needs directs or escorts to appropriate party.

Apply online at

[http://jobs.advocatehealth.com/chicago/clerical\\_administrative/jobid7604019-clerical-assistant-jobs](http://jobs.advocatehealth.com/chicago/clerical_administrative/jobid7604019-clerical-assistant-jobs)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Transcript\Clerical Supp Laboratory**

Location: Bloomington and Normal, Illinois

Job ID: 17142

Facility: BROMENN MEDICAL CENTER

Department / Unit: Laboratory

Status-FTE: 0.00 - Registry - 0

Shift: Day

Advocate BroMenn Medical Center, a 221-bed full-service, not-for-profit hospital located in Normal, is one of the most advanced acute care facilities in central Illinois. From its beautiful atrium lobby to its state-of-the-art tower for critical care and obstetrics patients, the medical center's services encompass a wide range of acute, outpatient, rehabilitative and preventative health care.

High school diploma or equivalent.

2~3 years previous medical transcriptionist experience or graduate from a medical transcriptionist program. Typing 60+ wpm preferred

Customer service focus

Experience using Dictaphone/transcriber preferred

Not applicable. Ability to work extra hours in times of heavy workload.

Ability to work extensively with computer screen and keyboard.

Good interpersonal skills. Constant use of computer monitor.

Repetitive typing motion. Ability to work with confidential patient/physician information. Frequently sits for long periods of time.

Ability to function well under pressure and conditions of frequent interruptions.

Ability to respond to a chemical spill and know where and how to use a Chemical Spill Kit. To transcribe various medical reports such as surgical, autopsy, bone marrow, etc. as directed by the pathologists. Distribute and maintain reports as necessary. Assists pathologists with the release of information and material to physicians and institutions regarding pathology files. Maintain services with a customer service approach.

#### **Accountabilities:**

Prepare and transcribe pathology dictation. Serve as the primary resource for report distribution and file maintenance. Other duties as assigned. Prepare specimens sent to reference laboratories. Serve as an information resource for outside customers

Apply online at

[http://jobs.advocatehealth.com/illinois/clerical\\_administrative/jobid7197645-transcript\\_clerical-supp-laboratory-jobs](http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7197645-transcript_clerical-supp-laboratory-jobs)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others





## **Secretary II**

Location: Park Ridge, Illinois

Job ID: 22408

Facility: LUTHERAN GENERAL HOSPITAL

Department / Unit: Sleep Lab

Status-FTE: Full-Time - 1

Shift: Day

H.S. or equivalent. 2~4 years secretarial experience Or Associates degree and 1~2 years secretarial experience.

Typing 35~50 words per minute. Able to use several soft~ware packages. Ability to create spread~sheets preferred.

To perform varied secretarial and clerical duties and minor administrative work using independent judgment and action within established guidelines.

Accountabilities:

Performance of secretarial and minor administrative services in support of department.

This may include: Preparation and dissemination of correspondence.

Maintenance of department files.

Apply online at

[http://jobs.advocatehealth.com/illinois/clerical\\_administrative/jobid7767196-secretary-ii-jobs](http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7767196-secretary-ii-jobs)

## **Warehouse Unloader at Lowe's in Northbrook**

Northbrook, IL

Job Description

Warehouse Unloader Lowes Northbrook, ILAs a Warehouse Unloader, you will be responsible for:- ensuring an efficient flow of the unload process- unloading received merchandise- assisting customers in locating merchandise

Apply online at <https://www.shiftgig.com/jobs/chicago,%20il/warehouse?page=2>

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Warehouse at Skills for Chicagoland's Future in Chicago**

191 N. Wacker Drive. Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night

Neighborhood: West Loop, The Loop

#### Job Description

Skills for Chicagoland's Future (SCF) is a public-private partnership committed to returning unemployed Cook County job seekers to the workforce. To apply to this role, you must be currently unemployed or underemployed, a resident of Cook County, and have the legal right to work in the U.S.

SCF partners directly with employers who are committed to hiring the unemployed/underemployed of Cook County. This provides job candidates who apply to positions through SCF a direct avenue to the employer.

Federal-Mogul Holdings Corporation is an innovative and diversified \$6.8 billion global supplier of quality products, trusted brands and creative solutions to manufacturers of automotive, light commercial, heavy-duty and off-highway vehicles, as well as in power generation, aerospace, marine, rail and industrial

Skills For Chicagoland's Future is working with SMX/Staff Management at Federal Mogul Warehouse in Skokie, IL to hire for the following positions:

- Packers
- Pickers
- Bundlers
- Punch Press Operator
- Injection Molding
- Metallic Operators
- Forklift Drivers
- Various positions in the distribution department

Apply today!

<https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=CCT&cws=...>

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



### **Unit Information Secretary**

Location: Park Ridge, Illinois

Job ID: 21982

Facility: LUTHERAN GENERAL HOSPITAL

Department / Unit: Pediatric Emergency Department

Status-FTE: Part-Time B - 0.6

Shift: PM

High school education with IS training and/or BA preferred.

Knowledge of medical terminology. One year hospital experience (IS, clerical, etc.). Previous clerical experience. Previous computer experience is required with a variety of programs and databases. Good communication skills. Proficient keyboarding and computer skills. N/A Ability to successfully complete hospital~based training for Unit Information Secretary and Care Connection/CPOE. Ability to rotate shifts to provide coverage. Exposure to various contagious disease, radiation, chemicals, caustic materials, electrical equipment, and hazards associated with their use.

The Unit Information Secretary serves to facilitate unit operations through accurate oversight and effective management of patients' medical records (electronic and non~electronic), coordination of services, supplies and the appropriate ordering of tests and procedures. Serves as healthcare representative for the team when in direct contact with patients families an other external contracts. Performs activities related to the utilization, maintenance, and support of the clinical electronic medical record (Care Connection/CPOE). Provides education and trouble~shooting support to professional clinical users (i.e., physicians, nurses, and other clinical and ancillary support members of the healthcare team) to promote efficiency and excellence in the delivery of quality patient care. Recommends plans of action, revisions to policies and procedures and works with all members of the patient care team to optimize the utilization of all aspects of the medical record. Delivers timely and high quality resolution of issues presented by fellow team members. Escalates issues and requests for information to appropriate parties.

Accountabilities: Ensures accurate and effective management of the patients' medical records to promote coordination of patient care and optimal coordination of plan of care. Maintains appropriate reports, supply lists, and forms to improve operational effectiveness and promote clinical excellence. Establishes and maintains positive customer relations and contributes to a harmonious work environment. Responsible for performance development and growth of job skills within the changing health care environment.

Apply online at

[http://jobs.advocatehealth.com/illinois/clerical\\_administrative/jobid7657175-unit-information-secretary-jobs](http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7657175-unit-information-secretary-jobs)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others



### **Surgical Scheduler**

Location: Park Ridge, Illinois

Job ID: 23726

Facility: ADVOCATE MEDICAL GROUP

Department / Unit: Vascular Clinic

Status-FTE: Full-Time - 1

Shift: Day

Advocate Medical Group is a physician-led medical group providing primary care, specialty services, medical imaging, outpatient services and community based medical practices throughout the Chicagoland and Bloomington/Normal.

High school diploma

2~3 years experience in health care

Knowledge of medical terminology. Computer experience

Good communication skills

Good organizational skills

Can perform basic calculations. N/A N/A

Communication liaison between physician, nurse and patient. Relieves physicians and nurses of administrative medical and non~medical work. Schedules and coordinates procedures for patients. Coordinates scheduling of physician/s in office and hospital.

Accountabilities:

Coordinates physician(s) schedule to accommodate needs of patients and practice.

Provides clerical support for nurses and physicians.

Communicates effectively with patients, nursing staff, office coordinator and other appropriate staff.

Provides support to the physicians and patients by scheduling procedures in a timely efficient manner.

Apply online at

[http://jobs.advocatehealth.com/illinois/clerical\\_administrative/jobid7830975-surgical-scheduler-jobs](http://jobs.advocatehealth.com/illinois/clerical_administrative/jobid7830975-surgical-scheduler-jobs)

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

sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)

email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)

please feel free to forward job leads to others