



CLASS TITLE: Deputy City Clerk  
Code: 0315  
Administrative Service  
Accounting and General Office Group  
General Administrative Series

**CHARACTERISTICS OF THE CLASS:** Under direction, has administrative supervision over all personnel and functions in the City Clerk's office, except those specified by law, and acts as City Clerk in the event of this positions absence; and error. Ds related duties as required.

**EXAMPLES OF DUTIES:** Under direction, has administrative responsibility for the Office of the City Clerk in the issuance of general and vehicle licenses; assists in making decisions regarding personnel and policy issues and approves reactions such as leaves of absence, title changes, publication dates of Council Journal Proceedings, indexes, and other related pertinent procedures; reviews orders for supplies, materials and publications; attends budgetary meetings, assists in final preparation of City Clerk's budget, and monitors budget during fiscal year. Assists City Clerk as official custodian of the City Seal; oversees provision of secretarial and research services to the City Council and its committees; assumes responsibility for documents reduction, storage and records retention; channels pertinent data to the City Clerk for review; performs duties of the City Clerk in his absence, other than those stipulated by law to be performed only by the City Clerk; signs correspondence, interviews public and official visitors; acts as representative of the City Clerk's office at various functions, conferences, and meetings as assigned.

#### DESIRABLE MINIMUM QUALIFICATIONS

**Training and Experience:** Graduation from an accredited college or university with a Bachelor's degree in Political Science, Law or related field, supplemented by at least eight years of progressively responsible administrative experience, including three years of supervisory experience; or an equivalent combination of training and experience. Thorough knowledge of principles" operation and administration. Thorough knowledge of departmental rules and regulations of pertinent laws, ordinances and codes. Ability to plan, organize, assign, supervise and inspect the work of subordinates. Ability to work effectively with and for the general public. Ability to speak before various civic organizations, fraternal groups and general public. Ability to perform work of a specialized nature. Ability to prepare narrative and statistical reports. Thorough skill in the application of methods and practices utilized in the administration and operation of the Office of the City Clerk. Strong oral and written communication skills.

Apply online at

[http://www.cityofchicago.org/city/en/depts/dhr/supp\\_info/administrative\\_services0300.html](http://www.cityofchicago.org/city/en/depts/dhr/supp_info/administrative_services0300.html)

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## **Business Support Specialist**

Location: Arlington Heights

Office: Internal Services

Department: Internal Services

**Job Description:** Under the direction of the Deputy Executive Director, Internal Services, the Business Support Specialist will be responsible for facilitating Internal Services (IS) departmental support for user groups reporting to the Office of the Executive Director (OED). Acts as primary support contact for OED procurement related matters by assisting user groups in OED with preparation of contract renewal documents and specifications, schedules, monitors contract expirations, ensures users have entered replacement requisitions, supports development of contract renewal documents such as, but not limited to, ICE forms, cost information and vendor identification. Acts as primary support for OED capital project and grant related matters by supporting OED user groups in the preparation of capital budget requests, support information, cost analysis and schedules. Assists users with project management issues, capital backlog items, resolves funding and scope problems. Acts as primary support for OED with regard to financial matters, including preparation of the annual budget for OED departments. Resolution and support on financial matters impacting OED user groups. Acts as primary support for OED on IT related projects. Monitors schedules, issues and facilitates project implementation as determined by the Deputy. Supports the Deputy Executive Director, Internal Services, with OED group issues, solutions and goals. Prepares related special reports, business plans, studies and analyses as directed by the Deputy. Trouble shoots project impediments and schedule issues. Prepares monthly report on all activities including established goals.

**Qualifications:** Bachelor's Degree in business or relevant discipline. Master's degree in business preferred. One to two years experience of Project Management experience. Three to five years of general business experience with exposure to capital project analysis, IT systems, Budget and resource planning and scheduling. Must be proficient in computer word processing programs and computer applications such as MS Word, Excel and PowerPoint, and must be able to create documents related to job duties. Financial and math skills such as percentage changes, growth, cost analysis, time value of money, compound interest, etc. Advanced financial knowledge will be used in job functions in relation to financial responsibilities. The ability to effectively interface with managers and staff to facilitate the advancement of projects and resolution of problems between various interests and operating units requiring exceptional communication, problem solving, multi-tasking and inter-personal skills. This position is subject to the provisions set forth in 5 ILCS 430/5-45 ( c ) of the State Officials and Employee Ethics Act.

Apply online at

[http://www.pacebus.com/sub/about/employment\\_detail.asp?PostingID=674](http://www.pacebus.com/sub/about/employment_detail.asp?PostingID=674)

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**Job Title: Administrative Manager**

Department: RUMG Administration

Shift: 1st

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

Specialty: Family Medicine

Job Number: 2014-0879

**Job Description:**

Are you a well-organized and proficient Administrative Professional with exceptional database and customer service skills along with medical terminology knowledge that is looking for a new opportunity to join a great team in a versatile environment?

If this describes you, you may be the right candidate for the Administrative Manager position with the Rush University Medical Group.

**Position Highlights:**

Primary responsibilities involve departmental or section processes. This includes the day-to-day operations of the clinic, front desk staff management, general administration, financial reports review, budget review, and project management/coordination with clinic manager. This person exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures, including complying with all Rush University Medical Group Customer Service Standards.

**Position Qualifications:**

High school diploma required, Associate degree or Bachelor's degree preferred

Two or more years of prior healthcare experience required.

Some Management experience highly preferred

Bilingual (Spanish) preferred.

Good teamwork and interpersonal skills.

Very good written and oral communication skills.

Able to deescalate patient concerns

Able to maintain composure in a highly multi-tasking environment

Attention to detail and accuracy required.

Proficient in Microsoft Suite.

Works effectively with minimal supervision.

Demonstrates ability to work cooperatively in a team environment.

Apply online at

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**Job Title: Administrative Project Assistant**

Department: Radiation Therapeutic

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2014-0823

**General Description:**

The RUMC Radiation Oncology Administrative Intern is intended to provide the successful candidate with opportunities to enhance his or her conceptual knowledge base, analytic, and project management skills during the first or second year of Rush University's Master of Science in Health Systems Management Program or an outside HSM program. The intern will be responsible for the analysis, reporting, and monitoring of strategic, financial, and operational information and leading process improvement initiatives within the orthopedic service line. The position presents a unique opportunity for the selected intern to build upon management principles gained during the first year's Master's studies and internship with analytical and critical thinking skills necessary to optimize performance throughout the continuum of care in a fast-paced academic medical center environment. The Intern, in collaboration with the Administrative Director, will be challenged to facilitate a balance between patient and physician satisfaction, operational efficiencies, and financial performance as part of a customer centered and outcomes focused environment.

**Qualifications:**

Bachelor's degree and enrollment in good standing within Rush University's Health Systems Management (HSM) Program or an outside accredited HSM/MBA program with a concentration in Healthcare management. Understanding of, and appreciation for, the culture and environment associated with a fast-paced, highly productive, and growth-oriented surgical environment. Evidence of a leadership style which consistently emphasizes collegiality, teamwork, participation and communication. Solid analytical and quantitative abilities, excellent interpersonal and communication skills, and a strong work ethic. Personal characteristics which include the ability to work independently, be highly motivated, demonstrate a high level of initiative and professionalism, flexibility, creativity, and sense of humor. Ability to lead and manage projects including selecting, developing, motivating people to support the strategic, operational, and clinical objectives of Perioperative Services. Proficient in the utilization of Microsoft Office software (Excel, Word, Access, PowerPoint). Willingness and ability to support the mission of RUMC.

Apply online at

[https://rush.igreentree.com/CSS\\_External/CSSPage\\_JobDetail.ASP?T=20140605114251&](https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20140605114251&)

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### **Facilitator III**

Department: Education & Guest Services

Status: Full Time

#### Responsibilities

Essential duties and responsibilities for the Facilitator III include, but are not limited to, the following: Deliver Guest programs. —Perform live science experiences; including laboratory programs, science theater performances and demonstrations. —Adapt content material to meet the needs of each audience. In consultation with manager, research, develop, prototype and implement new guest programs. —Learn new live science experience content and delivery methods. —Assist with updating live science experience content and delivery methods. —Assist with research and development of new live science experience content and delivery methods.

In consultation with manager, maintain guest programs. —Assist with posting of daily live science experience schedule.—Track and record daily live science experience attendance.—Organize materials for programs.—Organize space/s for programs. Assist in the monitoring of guest programs for quality assurance and relevance to applicable state and national education standards. Assist with training of new staff, volunteers and interns. Participate in peer reviews. Supervise volunteers and interns. Communicate with internal staff and external partners regarding program logistics. Participate as team member in assigned working groups and on various Museum teams. Maintain departmental responsibilities (meetings, email, phone, etc.) Assist with other guest programs as assigned.

#### Qualifications

The Facilitator III requires attention to detail, written and verbal communications skills, and exceptionally good professional judgment. Required qualifications are as follows: Bachelor's degree from a four-year college or university in science, education or related discipline. Candidates must have 1-2 years of prior teaching experience. Curriculum development experience a plus. Informal education experience also a plus. Individual must possess excellent verbal and written communication skills. Public speaking and improvisational skills necessary. Bilingual ability a plus. Candidates must have the ability to collaborate, work on multiple projects and meet deadlines. Candidate must be able to work weekends on a regular basis and some evenings.

How to Apply » <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/facilitator-iii/>

The Museum of Science and Industry is an AA/EOE/ADA employer.

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### **Guest Experiences Administrative Coordinator**

Department: Volunteer

Status: Full Time

In summary, this position is expected to: provide Volunteer Office Administration and overall Guest Experience team coordination of events, purchasing, and project coordination. Manage the ordering, delivery and storage of all supplies and educational program materials for the Museum-based programs for the Guest Experiences Department, ensuring that the purchasing processes for the department are effective. In conjunction with this, this position will be involved in the administration of the department budget, i.e., generating reports as needed and input of data. This position will also coordinate GE department team-based reward/recognition events, be responsible for responding to GE-relevant guest comment cards, and coordinate the updating of GE materials on an ongoing basis, including the guest experiences and volunteer handbooks, manager calendars and schedules. Additionally, this position provides support to temporary exhibits on an as-needed basis and will be regarded as a resource to the Volunteer Office, helping to deploy resources as needed.

#### Qualifications

Required qualifications are as follows:

Bachelor's degree (B.A.) from four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals

Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume

Ability to apply concepts of basic algebra and geometry

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Ability to escalate problems appropriately

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to coordinate several projects and meet deadlines appropriately

Additional experience that is recommended:

Bilingual ability a plus

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/guest-experiences-administrative-coordinator/>

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**Senior Coordinator, Administrative Volunteer Programs**

Department: Volunteer

Status: Full Time

This individual will maximize the role of qualified and skilled administrative volunteer captains and volunteers throughout each Museum department.

The Senior Coordinator of Administrative Volunteer Programs will also manage and implement the volunteer needs of the annual Christmas Around the World/Holiday of Lights exhibit, including the meeting and orientation of program participants, the installation and taking down of holiday trees, and the scheduling of cultural performances.

The Senior Coordinator of Administrative Volunteers will steward the volunteer captains in the role of team communication and planning fun, team based recognition events.

**Qualifications**

Required qualifications are as follows:

Bachelor's degree (B.A.) from a four-year college or university; or one to two years of related experience and/or training; or equivalent combination of education and experience.

Background in improv and science.

Excellent writing, communication and facilitation skills.

Strong organizational skills.

Previous experience in training others on new programs or concepts.

Research skills.

Proficiency in Microsoft Office software, i.e. Excel, Power Point, Access, Outlook and Internet Explorer.

Ability to work independently.

High energy and strong interpersonal skills.

Available for a rotating scheduled based on a five-day week including weekends.

Available to work occasional evening events.

Additional experience that is recommended:

Bilingual ability a plus.

How to Apply <http://www.msichicago.org/about-the-museum/jobs/opportunities/full-time/senior-coordinator-administrative-volunteer-programs/>

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**Job Title: Licensed Practical Nurse I- Part time**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,063.00 - \$4,316.00 monthly  
Job Type: Part-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-Cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Carries out assigned nursing procedures; administers medication, injections, and treatments; takes and records temperature, pulse, respiration and blood pressure; apply and change simple bandages, monitors catheterizations, IV's and transfusions. Observes, records and reports to physicians and registered nurses or supervising nurse the symptoms, reactions and changes in condition of patients. Demonstrates self care activities. Assist patients with activities of daily living. Performs general range of motion exercises with member. Provides emotional and physical comfort. Serves as non-supervisory resource person to less experienced staff providing guidance relative to nursing techniques.

**Minimum Requirements:**

Requires Illinois license as a practical nurse. Requires one year of practical nursing experience. Requires extensive knowledge of practical nursing theory and practice. Requires ability to apply simple nursing techniques as delegated by a physician or professional nurse. Requires ability to provide guidance and leadership to other nursing personnel and promote effective patient interactions. This title is an Upward Mobility target title.

Work Hours & Location/Agency Contact: Varying Shifts and Schedules  
IL Veterans' Home 1 Veterans Drive Manteno, IL 60950  
Human Resources 815-468-6581 Ext. 328

**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: Licensed Practical Nurse II**

Agency: Veterans Affairs  
Closing Date/Time: Continuous  
Salary: \$3,254.00 - \$4,627.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC009  
Bid ID#: 34-50-14-cont.

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, independently performs a variety of skilled practical nursing functions for physically ill, mentally handicapped or geriatric patients, involving either minor supervisory, lead worker, or other than simple routine practical nursing functions. Prepares and applies special dressings and catheters; obtains laboratory specimens; administers injections; assists in or provides special treatments; records the administration of medications and treatments.

**Minimum Requirements:**

Requires Illinois license as a practical nurse and one years experience as a practical nurse; requires extensive knowledge of practical nursing theory and practice; requires ability to apply simple nursing techniques as delegated by physicians or professional nurses; to provide guidance and leadership to other nursing personnel, and to promote effective patient interaction.

Work Hours & Location/Agency Contact: Various Shifts and Schedules  
IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950

Contact: IL Veterans' Home 1 Veterans' Drive Manteno, Illinois 60950  
Jeri Gulli  
Phone: 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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**Job Title: Office Clerk - Opt 1**

Agency: Human Services

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

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

**Contact:**

Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 Clerk - Opt 2**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,694.00 - \$3,311.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: C-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience. Requires ability to type accurately at 30 WPM.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor  
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Certified Medical Assistant, Family Medicine/Lincoln Park**

Department: MSP Anchor Lincoln P

Shift: 1st

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

Specialty: Family Medicine

Job Number: 2014-0889

**Job Description:**

Certified Medical Assistant, Family Medicine

Full Time

\*\*\*This position is located in Lincoln Park\*\*\*

**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 an ambulatory care setting

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

**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

Ability to work in a high stress, fast paced environment

**Ability to work the following schedule:**

Monday 8:30am-7:00pm

Tuesday & Wednesday 8:30am-5:00pm

Thursday 9:30am-7pm

Friday 8:30am-2:00pm

**Apply online at**

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**Job Title: Family Care Coordinator**

Shift: 1st

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

Specialty: Social Work/Human Services

Job Number: 2014-0718

We are seeking a Family Care Coordinator for our Perinatal Center (Child and Family Connections) Team.

**\*\*PLEASE NOTE THAT THIS POSITION IS BASED AND WILL REQUIRE TRAVEL IN THE NEAR NORTH CHICAGO\*\***

**Position Responsibilities:**

Provides information to families on the early intervention system in the state and local area, including their rights and availability of services. Assists families in identifying available service options, including the availability of advocacy services. Facilitates and participates in the development, review, evaluation and maintenance of Individualized Family Service Plans (IFSP). Coordinates and monitors the ongoing delivery of services to ensure that all resources are being utilized and the IFSP goals are being addressed. Gathers all pertinent family insurance and income documentation and assists families in understanding fee and insurance usage in the early intervention system. Maintains the child's CFC record in a clear, complete format following DHS and Rush policy, including correspondence and case notes. Communicates effectively within the hospital and department, as well as with families, community providers and the Department of Human Services. Demonstrates knowledge of the developmental, physical, psychosocial, medical and cultural needs of children and families.

**Position Qualifications Include:** Bachelor's degree in a related human service field such as early childhood special education, social work or psychology required; Master's degree preferred. Must meet requirements to obtain Illinois Department of Human Services Part C Early Intervention Service Coordination Credential. Successful completion of state-sponsored Service Coordinator, Systems Overview, and Cornerstone trainings are required within the first 90 days of employment. Knowledge of the developmental, physical, psychosocial and cognitive development of children 0-3 years is preferred. Basic knowledge of typical/atypical child development preferred; case management experience essential. Good time management skills and the ability to work independently are required. The ability to work with different cultures and provide assistance to family with various barriers to care is essential. Use of personal car required as this position involves traveling to and servicing clients in their homes.

Apply online at

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**Job Title: Mental Health Worker (Acute Adult Psych part-time PMs)**

Department: 13 Kellogg - Adult Psychiatry

Shift: 2nd

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

Specialty: Adult Psychiatry

Job Number: 2013-0615

**Job Description:**

Are you looking to bring your interest in adult psychiatry to a leading academic medical center?

If so, you may be the right candidate for our part-time Mental Health Worker position!

**Position Highlights:**

On this acute adult unit we treat adult patients with a wide range of ages and diagnoses with individualized programs utilizing a mix of modalities, one-on-ones and groups. In addition to Mental Health Workers, treatment team includes MDs, RNs, Social Workers, OT, and Art Therapists

Position is part-time pm shifts (40hrs/pay period; benefit eligible)

**Position Responsibilities:**

The MHW functions under the supervision of an RN to perform delegated tasks, utilize basic principles of the biological & behavioral sciences in the treatment of patients, and participate in and lead group sessions. Duties include taking vital signs, bathing patients, leading therapeutic group activities and assisting patients with basic activities of daily living while maintaining patient safety on the unit.

**Position Qualifications:**

Bachelors degree in behavioral sciences/related field required.

At least one year of experience with chronically ill psychiatric patients

Must have demonstrated ability to interact effectively with others in difficult situations.

Must be able to be flexible with scheduled days.

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**Job Title: Rehabilitation Case Coordinator I**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$3,001.00 - \$3,783.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10 41 RCC NO OPT

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

Minimum Requirements:  
Requires knowledge, skill and mental development equivalent to the completion of 4yrs of high school. Requires 1 year clerical experience, which must include typing.

Work Hours & Location/Agency Contact: 8:30-5:00pm  
Varies Statewide in the Div. of Rehabilitation Services  
Contact: Bureau of Employee Services  
100 S. Grand Ave. East, 3rd Floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non state candidates must apply below.

How to Apply:  
This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Social Services Career Trainee**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,447.00 - \$4,491.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: K-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**Minimum Requirements:**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 Assistant - Opt 1**

Agency: Human Services  
Closing Date/Time: Continuous  
Salary: \$2,845.00 - \$3,519.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: 1  
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

**Minimum Requirements:**

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

Work Hours & Location/Agency Contact: Work hours: 8:30 am – 5:00 pm  
Contact: Employee Services, HCD  
100 South Grand Avenue East, 3rd floor Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

**How to Apply:**

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 Assistant - Opt 2**

Agency: State Police  
Closing Date/Time: Continuous  
Salary: \$2,939.00 - \$3,634.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 21-43-ISP08-C002

Description of Duties/Essential Functions Benefits Supplemental Questions  
Performs a variety of complex data entry and clerical functions, utilizing a number of general office procedures related to the processing of criminal and noncriminal justice submissions. Will be assigned to work unit within the civil and criminal processing section. Performs routine and complex data entry functions related to the criminal history record identification program utilizing a variety of screen formats.

Minimum Requirements: Requires knowledge, skill and experience equivalent to completion of high school and one year of related office experience. Requires working knowledge of alpha-numeric sequencing. Requires working knowledge of office practices, procedures, and programs. Requires working knowledge of grammar, spelling, and punctuation. Requires working knowledge of basic mathematics. Requires ability to follow oral and/or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 35 wpm.

Work Hours & Location/Agency Contact: Varies  
Illinois State Police, Information and Technology Command  
Bureau of Identification Joliet, IL Will County  
Contact: Public Safety Shared Services Center  
1301 Concordia Court Post Office Box 19278 Springfield, Illinois 62794-9278  
Phone: 217.557.6015

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: Rehabilitation Aide, Part Time**

Department: Phys&Occ Therapy Outpat

Shift: 1st

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

Specialty: Physical Therapy

Job Number: 2014-0888

**Job Description:**

\*\*\*Part Time/Union position\*\*\*

The Rehabilitation Aide assists in carrying out patient- and non-patient related activities some of which require heavy lifting, such as positioning, ambulating and transferring patients. All activities are assigned and supervised by a licensed therapy practitioner. Aides at all times will exemplify the Rush mission, vision and values and act in accordance with Rush and department policies and procedures.

**Requirements:**

High School Diploma or equivalent required.

Basic reading, writing and math skills.

Basic medical/healthcare terminology.

Basic computer and information technology skills.

Excellent verbal and written communication skills.

Effective interaction with others in difficult situations.

Work requires the ability to walk throughout the Medical and Academic complex and to be standing or walking most of the designated shift.

Work requires lifting or carrying objects 40 - 50 pounds independently and supporting and positioning patients, some of whom may exceed 300 pounds.

Work conditions include performing procedures where carelessness could result in injury or illness, and coming into contact with potentially infectious materials and/or strong chemical agents is expected.

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.

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**Job Title: Temporary Support Associate - Regulatory Affairs Coordinator**

Department: TASC/Administrative Assistant

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Project management

Job Number: 2014-0885

**Position Responsibilities:**

Coordinates submissions to various agencies concerning Rush University's authorization to conduct business and offer various course and degrees

Provide responses to regulatory authority deficiency questions regarding document submission or issues

Participate in assigned complex, cross-functional project teams

Assure compliance with corporate and external standards

Develop and document regulatory decisions and justifications for degree/course changes

Ensure project team and business objectives and deliverables are aligned with regulatory strategy

Work with cross-functional teams to identify and implement improvements in Rush University's state authorization processes.

**Position Qualifications Include:**

High School diploma with relevant work experience; Bachelor's degree preferred

Experience in the field of regulatory affairs is a plus

Must maintain working knowledge of various state regulations affecting educational authorization

Technical system skills (e.g. word processing, spreadsheets, databases, internet/online research)

Effective negotiation skills

Strong verbal and written communication skills

Must be extremely detail-oriented

Ability to maintain a high level of integrity and confidentiality, and exercise independent judgment.

Highly organized to effectively plan, track, evaluate and follow up on multiple priorities for multiple people.

Ability to quickly grasp the essence of an issue or problem, and a curiosity to uncover facts.

Apply online at

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