



Front Desk Manager/Personal Assistant

Curls and Company (Rogers Park) - Chicago, IL

Must have at least one year of salon experience

Fun and Friendly a MUST- because we are! :)

Must have strong knowledge of social media and some desktop publishing experience

Must be familiar with Apple OS and be detail oriented, reliable and organized

Must have reliable transportation

Check us out :)

www.CallysCurls.com

Required experience:

Compensation is based on experience and qualifications; at least one year salon or spa experience preferred

Required experience: 1 year salon experience required: 1 year

Part-time Maintenance Data Coordinator (3)

Location: Arlington Heights

Office: Revenue Services

Department: Revenue Services

Job Description:

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

Qualifications:

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

Apply online at

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Ambulatory RN 2-OB-GYNE Oak Park Clinic

Department: MSP OB-GYN OAK PARK

Shift: 1st

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

Specialty: OB-GYN Nursing

Job Number: 2015-1234

POSITION HIGHLIGHTS:

Rush Associates in Women's Health has a wonderful opportunity to join an Ob/Gyne practice in our Oak Park location.

Predominately Monday-Friday Days, no Holidays

POSITION RESPONSIBILITIES:

Provide telephone triage regarding symptom assessment, information, intervention and appropriate Physician referral for Ob/Gyne patients

Work in a collaborative relationship with other members of the health care team to provide leadership and to coordinate the care of patients.

Triage and assesses patients' acute conditions and initiate a treatment plan under the direction of a Physician, Nurse Practitioner, or Physician Assistant.

Call patients regarding follow-up, test results and medical instruction

Educate patients and family members about disease process, treatment modalities, medications, home care, procedures, and follow-up recommendations

Occasional assignments at Rush main campus OB/Gyne clinic office

Identify and participate in QI activities.

POSITION QUALIFICATIONS:

Current State of Illinois Registered Nurse Licensure

BSN or MSN

At least 1 year related RN experience

Ambulatory and Ob/Gyne experience preferred

Excellent interpersonal 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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150720130215&

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Patient Access Coordinator

Department: Admitting Department

Shift: 1st

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

Specialty: Registration

Job Number: 2015-1360

Job Description: Are you interested in joining a leading healthcare organization? Do you have exemplary customer service skills and experience in a medical environment interacting with patients? We are seeking a Patient Access Coordinator to join our Pre-registration Call Center team!

Hours: 10:30am-7pm Mon-Fri with rotating weekends

Position Highlights: Collect and confirm patient demographics and financial information. Obtain, verify and enter into EPIC insurance information from governmental and commercial payers. Determine patient's financial responsibility, collect payment and accurately complete receipts. Collect required information, such as, Medicare Secondary Payor, medical necessity, Decision Maker, etc. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Responsibilities:

High school graduate or equivalent. Knowledge of medical terminology preferred.

Previous call center experience preferred. Bi-lingual Spanish speaking preferred.

Keyboard experience with the typing skill of 25 WPM required.

Previous experience in a hospital or medical environment interacting with patients preferred.

Excellent interpersonal skills with the ability to work effectively on an interdisciplinary team. Excellent communication skills.

Ability to walk or stand an extended period of time, i.e. length of shift

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150720133846&

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Pharmacist

Department: Pharmacy

Shift: 1st

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

Job Number: 2015-1506

Principal Duties and Responsibilities:

Interprets and validates prescriptions in regard to such attributes as legibility and authenticity. Checks patient profile for pertinent medication information before dispensing medication. Evaluates dosage regimen for appropriateness of dosage, interval, formulation, and duration of therapy. Evaluates refill status of prescription; may determine refill abuse or non-compliance. Fills and checks prescription order in a timely manner. Analyzes and resolves problems on an ongoing basis in such areas as availability of drugs and designing compounding procedures to maintain effective pharmacy operation. Participates in and is familiar with the procedures involved with the procurement, inventory control, record maintenance and distribution of investigational drugs. Makes recommendations to physicians or other health care professionals regarding patient-specific drug therapy. Responds to drug information inquiries from physicians, nurses, and other health care practitioners. Reviews drug-related information pertinent to drug therapy, such as cost, bio-availability and common adverse effects. Consults with patient to properly identify symptoms in order to advise patient about self-medication. Educates and counsels patients in the proper use of their medications. Provides general supervision for technical support in their assigned operational areas. Assists in the orientation and training of new employees, pharmacists, and technicians and serves as a preceptor to students, exposing them to all aspects of professional pharmacy practices. Participates in the implementation of electronic data processing systems for use in the pharmacy (e.g. patient records, inventory control, drug utilization, billing procedures, etc.).

Knowledge, Skills and Abilities: Bachelor of Science in Pharmacy, or PharmD required. Currently licensed as a Registered Pharmacist in the State of Illinois or eligible for licensure. Must be BLS and ACLS certified. Previous hospital pharmacy experience and a PGY1 residency highly preferred.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150720134145&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Administrative Assistant II

Department: RES A Alzheimer Cntr

Shift: 1st

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

Job Number: 2015-1510

Job Description:

Position Highlights: Work/Life: 8:30am – 4:30pm, no weekends or on call

Competitive Benefits: We offer medical, dental, vision, 403B, pension, tuition reimbursement and PTO

Position Highlights:

Under general supervision, this position provides general administrative support and focused support for marketing and communication materials for the Rush Alzheimer's Disease Center (RADC). The Administrative Assistant performs administrative duties, acts as a liaison between administrative and academic offices; coordinates and implements internal and external, print and e-media communication projects. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Position Qualifications Include:

High School Diploma required, Bachelor's degree highly preferred. 3-5 years of administrative experience required. Experience creating print or e-media strongly preferred. Excellent verbal and written skills; must be able to compose own correspondence. Demonstrated organizational skills; attention to detail required. Proficiency with Microsoft Office Suite. Ability to interact with a wide variety of people. Understand the need for and maintain confidentiality in all matters. Ability to prioritize and multitask. Ability to make decisions; must be self-motivated; must be able to use time and resources effectively; must be able to make and implement plans.

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150720134618&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: SUMMER TEMPORARY

Department: RES F Alzheimer Cntr

Shift: 1st

Full/Part: Type 4 (Temporary)

Specialty: Alzheimer's Disease

Job Number: 2015-1567

Job Description: Are you looking to grow your work oriented skills and experience in a medical environment helping to bring about positive change in the medical industry? If so you may be the perfect fit for our Summer Temporary in the RES F Alzheimer Center!

General Summary: Under supervision, conducts a variety of established functions that support research at the Rush Alzheimer's Disease Center

Principal Duties and 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.

Knowledge, Skills and Abilities:

Bachelor's Degree coursework preferred
Must have good organizational skills and ability to prioritize, good judgment and decision-making skills. Computer proficiency
Ability to work effectively in a multidisciplinary team

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

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20150720134716&

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Special Project Assistant Job ID: 2215

Closing Date: 08/02/2015

Administrative/Special Project Assistant (H)

Date Posted: 7/17/2015

Location: NATURAL RESOURCES

Title: Special Project Assistant - Volunteer Stewardship

CHARACTERISTICS OF THE CLASS:

Under direct supervision, assists staff members in the research, development, implementation and promotion of Park District volunteer stewardship program and related special projects. Performs a variety of entry level professional duties in addition to some clerical and administrative duties. Performs related duties as required.

EXAMPLES OF DUTIES: Provides research, writing and communication support on special projects. Performs research duties and field work related to Park District programs and their marketing. Collects and verifies information. Prepares or helps prepare written reports. Follows through with requests for information by compiling accurate data and preparing or providing responses. Summarizes internal departmental reports for general readership. Works with various departmental staff members to gather and convey information. As directed, attends task/project meetings as Park District representative. Helps park managers and supervisors with their marketing activities, consistent with overall Park District promotional and marketing strategies. Helps develop individual displays, publicity and promotional efforts. May maintain records and documentation required for program evaluation and accountability, including budget allocations, itemized costs and expenditures.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's degree in Natural Resources, Biological Sciences, or related field or an equivalent combination of education and experience. Experience with a community based agency or program is recommended. Strong knowledge of local flora, fauna, invasive species, and Chicago region ecological community types along with at least one year of experience in ecosystem management and restoration, including work with volunteers is preferred.

Knowledge, Skills and Abilities: Knowledge of contemporary public relations practices. Knowledge of public policy principles and practices. Ability to research information and prepare clear written or oral reports. Ability to relate to field personnel and community groups. Creative writing and editing skills. Record keeping skills. Basic computer skills. Anticipated Salary Offer: \$16.00 to \$18.00 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



**Program & Event Facilitator (Burnham Wildlife Corridor Community Liaison)
Job ID: 2211**

Closing Date: 07/29/2015

Cultural/Program & Event Facilitator

Date Posted: 7/15/2015

Location: Central Administration - CULTURE ARTS NATURE
(part time / temporary)

CHARACTERISTICS OF THE CLASS: Under supervision, coordinates special programs and events to bring programming resources to parks that would otherwise be unavailable. Performs related duties as required.

EXAMPLES OF DUTIES: Plans and oversees special citywide programs in order to bring programming resources to the parks. Meets with individuals from partner organizations and determines tasks and then ensures their completion. Works with key individuals to define tasks and timeliness, gather and disseminate information and execute projects, programs and events. Plans and executes after-school programming, summer field trips and festivals. Coordinates staffing assignments and the delivery of supplies. Prepares reports and promotional materials on special programs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Natural Resources, Environmental Education or Outreach, or a related field, supplemented by three (3) years of experience in event planning, community engagement, or an equivalent combination of training and experience is required. Training in informal science education practices or demonstrated experience in informal science education settings preferred.

Knowledge, Skills and Abilities:

Knowledge of education and curriculum design principles. Knowledge of local ecosystems. Ability to understand and implement elements of community based programming. Interpersonal, oral and written communication skills. Organization and planning skills. Driver's license preferred. Excellent verbal and written communication skills in both English and Spanish preferred.

Career Service: Exempt EEO: Professional FLSA: Exempt

Expected Schedule: approximately 20 hours per week

Expected Salary Offer: \$17.55 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Facilities Manager Job ID: 2217

Closing Date: 08/03/2015

Professional/Facilities Manager

Date Posted: 7/20/2015

Location: Central Administration - FACILITIES MANAGEMENT

CLASS SPECIFICATION Level: 4161

CHARACTERISTICS OF THE CLASS:

Under direction, provides overall direction and coordination for internal administrative support services, including the work order system. Responsible for coordination of trade services in the repair and maintenance of Chicago Park District Facilities. Also included is the management of outside contractors performing services for the Department of Facility Management. Performs related duties as required.

EXAMPLES OF DUTIES: Directs and supervises subordinate staff. Ensures that duties, responsibilities, authority and accountability of direct subordinates are defined and understood. Directs the maintenance and repairs of Park Facilities through work order system. Provides administrative support services to trades in areas of budget, purchasing and managing of work order system reports and maintenance. Liaison between Region staff and Facility Management regarding maintenance issues. Participates in Special Event preparation where Facility Management support is required. Researches and initiates procedures for improving efficiencies throughout the Department of Facility Management.

MINIMUM QUALIFICATIONS:

Training and Experience: Bachelor's Degree plus five years experience in office or facility management, or an equivalent combination of education and experience is required. Business Administration or related degree is preferred.

Knowledge, Skills and Abilities:

Knowledge of facility maintenance practices and requirements. Experience with automated work order system. Government Budget experience in an multi fund environment. Ability to identify problems, isolate relevant factors and formulate practical workable solutions. Ability to effectively manage diverse functions.

Senior Executive Service

EEO: Officials/Administrators

FLSA: Exempt

Anticipated Salary Offer: \$81,000.00 per year

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Recreation Leader (H) YEAR ROUND Job ID: 2216
Closing Date: 07/30/2015
Recreation/Recreation Leader
Date Posted: 7/16/2015
Location: Union Park
Region: Central
Additional Information: Show/Hide
(YEAR ROUND POSITION) up to 20 hours per week

CHARACTERISTICS OF THE CLASS:

Under direct supervision, provides assistance to staff in planning and conducting cultural and recreational activities. Performs related duties as required.

EXAMPLES OF DUTIES:

Assists in planning, scheduling and conducting tournaments and leagues. Supervises recreation activities and functions as an official where necessary. Spots for tumbling and gymnastics, performs demonstrations and leads small groups in drills and agility exercises. Supervises unorganized play and athletic activity at Chicago Park District facilities and encourages and enforces standards, Issues, collects and maintains recreational equipment supplied for public use. Assists the regular staff in conducting simple arts, crafts, music, physical and other recreational activities. Assists in the operation of game rooms and day camp activities.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience:

Graduation from high school or an equivalent certification (GED) is required

Knowledge, Skills and Abilities:

Basic knowledge of competitive sports (i.e. basketball, baseball, track, etc.), techniques. Effective oral communication skills. Ability to enforce safety rules. Ability to lead physical, recreational and leisure activities.

Union: SEIU, Local 73 Career Service EEO: Para-Professional FLSA: Non-Exempt
SALARY: \$12.63 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?all=1>

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Clinical Services Supervisor

Agency: Juvenile Justice

Closing Date/Time: Fri. 07/31/15 4:00 PM Central Time

Salary: \$6,698.00 - \$9,894.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR704

Bid ID#: IDJJ27-17-15-1405

Minimum Requirements:

Requires education and experience equivalent to a master's degree in the behavioral or social sciences. Requires three years of progressively responsible professional experience in corrections, juvenile rehabilitation, behavioral, social sciences or a related field. Requires thorough knowledge of the techniques utilized in managing a counseling and guidance program. Requires thorough knowledge of counseling and guidance principles and techniques. Requires thorough knowledge of departmental rules, regulations, policies and procedures. Requires extensive knowledge of related disciplines and their application to criminal behavior. Requires ability to supervise and coordinate a professional staff of individuals trained in the human services field. Requires ability to instruct and train staff in the proper procedures of implementing an effective reintegration program.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 AM - 4:00 PM Monday through Friday

DAYS OFF: Saturday and Sunday

LOCATION / AGENCY: Illinois Youth Center - Chicago

136 North Western Avenue, Chicago, Illinois 60612

CONTACT: Olivia Robles, Human Resource rep.

Illinois Youth Center – Chicago, P. O. Box 12247, Chicago, Illinois 60612

TEL.: 312-633-5219 x-4080 FAX: 312-633-5229

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Maintenance Equipment Operator

Agency: Human Services

Closing Date/Time: Tue. 07/28/15 11:59 PM Central Time

Salary: \$35.61 - \$35.61 hourly

\$5,786.00 - \$5,786.00 monthly

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: 10-44-ICRE-89699

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of the Transportation Coordinator, performs a variety of semi-skilled manual tasks involving the operation of automotive and related equipment in connection with the maintenance of the Center. Operates other equipment used in general maintenance. Transports multiple disabled students to and from school and various appointments.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school plus one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license, Class B with P endorsement.

Work Hours & Location/Agency Contact:

8:00 a.m. - 4:30 p.m. (Monday - Thursday)

IDHS/DRS/Illinois Center for Rehabilitation and Education - Roosevelt
1950 W. Roosevelt Rd., Chicago, IL 60608

Benjamin Davis 312/433-3147 – Office 312/433-3056 - Fax

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Assistant - Opt 2 (Stvl Rec Office)

Agency: Corrections

Closing Date/Time: Tue. 07/28/15 4:00 PM Central Time

Salary: \$2,889.00 - \$3,933.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-15-0402

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Executive II, performs a variety of difficult and responsible clerical duties in the Record Office; types necessary forms and documents as directed; types release slips for inmates to be transferred or discharged; prepares and types list of inmates to be transferred from institution; ensures that all records are in order prior to transfer; inputs data into Offender Tracking System.

Position Number: 30010-29-82-240-10-01

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience.

Requires ability to type accurately at 35wpm.

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

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

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: 815-727-3607 Fax: 815-727-0838

Email: Diana.wysocki@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Lottery
Closing Date/Time: Fri. 07/31/15 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#: LOT 11043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction performs highly specialized and sensitive clerical processing of customer complaints against Lottery Agents; processes Electronic Fund Transfer replacement checks; prepares and edits instant and on-line winning claims; performs a variety of complex typing functions for the Regional Office; receives, stores, and distributes promotional and sales materials.

Minimum Requirements:

Option 2 - ability to type accurately 45 w.p.m. Requires valid class A Drivers License. Requires lifting of 25-50 pounds. Requires knowledge, skill and mental development equivalent to completion of high school and two years office experience; requires extensive knowledge of office practices, procedures and programs; requires working knowledge of basic mathematics, requires element knowledge of Agency programs, rules and regulations; requires ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.
Work Location: Illinois Department of the Lottery
Finance/Budget/Des Plaines Checkwriting Center
9511 Harrison Street, Des Plaines, IL., Cook County
Agency Contact: A & R Shared Services Center
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-558-0962 217-782-9925 Fax

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

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Associate - Opt 2

Agency: Children & Family Services

Closing Date/Time: Thu. 07/30/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 5533036-334136

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. Performs rotating Receptionist duties for the Joliet Field Office.

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: HOURS: Monday-Friday 8:30AM-5:00PM.
LOCATION: 1619 W. Jefferson Street, Joliet, IL 60435 SUPERVISOR: E. Kimble

CONTACT: LORA BUSSE-FLECK
NORTHERN REGION, 8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506
PHONE: (630) 801-3575
FAX: (630) 801-3530
Email: Lora.Busse-Fleck@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 - Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Office Coordinator - Opt 2

Agency: Children & Family Services
Closing Date/Time: Wed. 07/29/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1503003-038403

Description of Duties/Essential Functions Benefits Supplemental Questions
Under the direction of the Assistant Deputy General Counsel, performs technical secretarial and office support functions for professional staff in legal central office, utilizing independent knowledge of agency programs, policies and procedures; gathers and interprets data.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact:

Work Location: DCFS Joliet Field Office, 1619 W. Jefferson, Joliet, Illinois 60435
Monday-Friday 830a-5p Supervisor: M. Mosley-Cantrell
CONTACT: Lorne Garrett
Office of Legal Services, 2245 W. Ogden 3rd Floor Chicago, Illinois 60612
PHONE: 312-633-3406 FAX: 312-633-3965
Email: Lorne.Garrett@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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option 2 – Typing

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Fri. 07/31/15 5:00 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: RC063 Bid ID#: RCRA 11507

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to successful completion of four years of college including courses in mathematics, statistics, accounting, computer systems, public administration or business administration. Requires three of progressively responsible professional experience in a management information system. Requires extensive knowledge of computer applications and revenue business operations. Requires working knowledge of management principles, applied research, and systems modeling. Requires ability to develop and manage an operational subsystem of a management information system and to resolve management problems through computer applications; effectively document and determine revenue business requirements. Preferred experience in Benefit Funding System (BFS), Benefit Charging System (BCS), TaxNet, Wage Information System (WIS) and laptop audit systems.

Special Skills: Requires education/experience as outlined above for the following: extensive knowledge of PC hardware, software, applications, applied research and systems modeling, management principles and practices. Application programming, database management systems, and business processes analysis/systems analysis and design; PC software: Windows XP, File Transfer Utilities, Adobe, Microsoft Internet Explorer, Outlook, Word and Excel. Requires working knowledge and experience of the complexity of the various parts of the functions contained in the Revenue systems.

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

Work location: 33 South State Street , Chicago, Illinois

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

Option 3 - Mgt Info Sys/Data-Telec

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Registered Nurse II

Agency: Human Services

Closing Date/Time: Fri. 07/31/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC023

Bid ID#: 10-81-90230

Minimum Requirements:

Position requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or a bachelor's degree in nursing and one year of professional nursing experience or a master's degree in nursing. Position also requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory; extensive knowledge of normal/abnormal reactions to various drugs and medications and be able to deal with patients in a psychiatric facility setting. Requires ability to perform CPR.

Work Hours & Location/Agency Contact: Shift: Days: 8am - 4pm
Elgin Mental Health Center - Community Psychiatric Services

CONTACT INFORMATION: Human Resource Office

Elgin Mental Health Center

750 S State St., Elgin, IL 60123

Fax: 847-429-4933

How to Apply:

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

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



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

How to Apply:

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others



Job Title: Revenue Collection Officer Trainee

Agency: Revenue
Closing Date/Time: Thu. 07/30/15 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 10771

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collection Officer I; completes assignments of increasing difficulty under close supervision of a higher level collector.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires willingness and ability to travel frequently have access to an automobile and possess a valid Illinois driver's license and/or has access to utilize public transportation.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.
Work Location: Illinois Department of Revenue
Collection Bureau/Field Compliance Division
100 West Randolph, Chicago, IL Cook County

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

4800 W. Chicago Avenue, Chicago, Illinois 60651
773.378.5902 fax 773.378.5903
sign up for daily job leads www.lashawnford.com
email job leads to workforce@lashawnford.com
please feel free to forward job leads to others