



## **College Building Services Clerk-Part Time - DAW0000123**

### Duties and Responsibilities

Under the direction of the Mail Center Supervisor, provide courteous and proficient service to all customers; provide clerical support to the Security, Engineering, and Housekeeping Departments; provide assistance in the delivery of mail services and other building related services. Operate mail service equipment.

Run, maneuver, navigate, or drive a forklift. Deliver copier paper to the departments as requested. Sort, process and deliver mail and packages over 40 pounds or more.

Receive and account for dock deliveries and deliver these items to the departments.

Sort and distribute incoming and outgoing U.S. mail and interoffice mail.

Process requests and deliver audio/visual/video equipment. Assist with the Mail Center functions including using postage machines, folding and sealing machines and related duties. Keep office area clean and in order at all times. Answer questions in person or over the phone about Mail Services' products and services of the Postal Service, Federal Express and United Parcel Service. Perform other duties as assigned.

### Qualifications

Graduation from high school or the equivalent is required, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Previous mail processing experience and customer service preferred. Ability to maintain log of equipment usage and other requests. Ability to perform storekeeper duties for the Mail Center only. Ability to take a physical inventory of assigned rooms every four weeks. Ability to inventory the asset account paper supply monthly.

Ability to create monthly reports on Excel. Ability to handle difficult situations.

Excellent customer service skills and ability to communicate with the public in a courteous and effective manner. Ability to enter, transcribe, record, store, or maintain information in either written or electronic form. Knowledge of USPS services.

Intermediate level computer (PC) skills: MS Word, Excel, web browsing, e-mail.

Good organizational skills. Able to work in a crowded area. Able to work with constant interruptions. Able to use a postage machine, electronic scale.

We are an equal opportunity and affirmative action employer.

Job: Other Facility Operations

Primary Location: Kennedy King College

Employee Type: Part Time | Regular

Union Code: 1708Unit1

Job Posting: Jun 29, 2015, 6:13:43 PM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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## **Janitor - Temporary - OLI0000382**

### Duties and Responsibilities

Primary Objective: Perform all traditional janitorial work in and around the buildings.

Dust all ledges, counter tops, files, office equipment, desk and walls.

Dust mop all hard surfaces.

Spot cleaning or complete washing of all walls, files, desk tops, office glass, partitions, doors, chairs, blackboards, mirrors, waste baskets and garbage cans, office machines and ash trays.

Thorough cleaning of all bathroom fixtures and partitions.

Polishing furniture. Metal polishing.

Hosing and sweeping of sidewalks. Trash removal.

Dismantling and cleaning of light fixtures.

Operation of vacuum cleaners.

Cleaning of Venetian blinds (washing & vacuuming).

Policing of facility and grounds (inside & outside).

Washing of exterior walls.

Scraping of gum and other objects form hard surfaces and carpet.

Spot cleaning furniture or carpet, but not more than 2 hours per day.

Setting up and /or take down of chairs and tables.

Wet mopping or spot mopping public corridors, washrooms, classrooms and any hard surfaces.

Operation of compactors and /or balers.

Maintenance of outside ground (raking, grass cutting, watering, garbage, etc.).

Adheres to CCC Customer Service Excellence standards.

Performs other duties as assigned.

### Qualifications

Completion of a high school diploma or the equivalent preferred.

Preference will be given to current temporary janitors at City Colleges of Chicago.

Must be able to perform all duties listed above.

We are an equal opportunity and affirmative action employer.

Job: Janitorial

Primary Location: Olive-Harvey College

Employee Type: Full Time | Temporary

Union Code: N/A

Job Posting: Jun 25, 2015, 10:22:22 AM

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl>

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### **Cashier (Part Time)**

Job Location: Chicago, IL

Job ID: 61426455129-1213317029

#### Description:

Cashiers are an integral part of creating sincere connections with Pet Parents. Cashiers provide excellent customer service by greeting our Pet Parents upon arrival and ensuring they had an outstanding shopping experience upon check-out. Being a cashier is more than just ringing up merchandising and taking payments. We look to our cashiers as the ambassadors of the entire store. Our cashiers have extensive knowledge of our products and services and provide energetic customer service.

PetSmart is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, genetics, and protected veteran status, as well as any other characteristic protected by federal, state or local law.

Address: 6655 W Grand Ave

Apply online at [http://jobs.petsmart.com/us/illinois/general/jobid7863465-cashier-\(parttime\)?apstr=%26source%3DContactSources.IJB%26SpecificSource%3DContactSources.IJB.SpecificSources.Indeed](http://jobs.petsmart.com/us/illinois/general/jobid7863465-cashier-(parttime)?apstr=%26source%3DContactSources.IJB%26SpecificSource%3DContactSources.IJB.SpecificSources.Indeed)

### **Cashier Team Member**

Date: 06/30/2015

Location: Chicago, IL

Job Number: 4823276

Description: Want to work with a team that has fun every day by helping guests and making them happy. |Offering a fast checkout and genuine interaction with every guest by being friendly and respectful. |Be empowered to make decisions and resolve guest concerns in a courteous, helpful manner. |Educate guests on REDcard benefits and all the ways the guest can save, pay and shop through digital tools and services. |

Requirements: Use excellent guest service skills. |Strong work ethic and integrity. |Inspired by the merchandise we sell. |Learn new technology and enjoys solving problems. |Values learning, growth, development and has interest to cross train and work in other areas of the store as needed. |Quickly and accurately scan and bag all items, handles money and collect payments. |

Benefits: Target merchandise discount. |Competitive pay. |Flexible scheduling.

Apply online at <http://jobs.target.com/us/illinois/store-hourly/jobid7878561-cashier-team-member?apstr=26src%3DJJB-10182>

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### **Warehouse Supervisor - 2nd Shift (Niles, IL)**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 29981

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.
  
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
  
- Manage within labor and OPEX budget.
- High school diploma or GED required.
- Bachelor's degree preferred.
- 1-3 years warehouse/inventory experience required.
  
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
  
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-supervisor-2nd-shift-niles-il-niles-illinois-job-1-5296933>

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### **Maintenance Mechanic**

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00026058

Full or Part Time : Regular Employee FT

### Position Description

- Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.
- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
  
- Overhaul and install new equipment.
- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.
- Generate parts request to ensure adequate inventory.
  
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.
- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.
  
- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.
- Previous experience within high-speed industrial environment.
  
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/maintenance-mechanic-niles-illinois-job-1-4746482>

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### **Warehouse Distribution Supervisor (3rd Shift)**

Talent Area : Supply Chain

Location : St Charles, IL, USA

Requisition Number : 00033230

Full or Part Time : Regular Employee FT

#### Position Description

Responsible for supervising the warehousing and shipping of incoming and outgoing materials. Supervises warehouse personnel.

- Staff, train, evaluate and develop team members.
- Supervise the daily activities of the warehouse.
- Schedule warehouse team members to meet the demands of the facility.
  
- Allocate necessary space for stock rotation.
- Assist and maintain appropriate inventory levels and product loss control.
- Oversee shipping and receiving functions as applicable.
- Secure company assets.
  
- Manage within labor and OPEX budget
- High school diploma or GED required.
- Bachelor's degree preferred.
  
- 1-3 years warehouse/inventory experience required.
- Requires experience managing people/budgets.
- 2+ years supervising warehouse/inventory staff preferred.
- Computer and database application skills.
  
- Familiarity with inventory management systems.
- Ability to operate a manual / powered pallet jack or lift product.
- Forklift certification is required upon commencement of work.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/warehouse-distribution-supervisor-3rd-shift-st-charles-illinois-job-1-5345845>

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## Walmart and Sam's Club Hourly Positions

### GROCERY

Bakery, Deli, Meat, Produce and Dry Grocery

### FRONT END

Cashiers, Customer Service Desk, Cart Pushers

### HEALTH AND WELLNESS

Optometry and Pharmacy Technicians

### MEMBERSHIP

Marketing, Sales, Member Service, Fax n Pull

### SALES FLOOR

Associates and Supervisors for all departments

### RECEIVING

Unloading and Stocking

To apply or for more information on how you can become a part of the great Walmart and Sam's Club team, visit us online and specify interest in a store or club near you.

Apply online at

<https://hiringcenter.walmartstores.com/OnlineHiringCenter/welcomeAction.do?language=eng>

### **Search Inc. is hiring a Career Services Manager position.**

The Career Services Program Manager has primary responsibility for the ongoing development and implementation of employment services for individuals with intellectual and developmental disabilities at Search, Inc.

In the first year of this new position, the Career Services Program Manager will have responsibility for the launch of a new initiative designed to increase competitive job placements, both at Search's own Planet Access Company Warehouse and in the community.

Qualified applicants can email their resume and cover letter to [tquiros@search-inc.org](mailto:tquiros@search-inc.org)

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**CHA, The Chicago Housing Authority has the following openings:** Administrative Assistant, Project Coordinator, Accountant, Manager of Financial Compliance, Senior Energy Analyst, Section 3 Hiring Specialist, Procurement Coordinator, Loan Administrator and Procurement Specialist. To see full job descriptions, requirements and to apply go to <http://www.thecha.org/careers/work-at-cha/>

### **Server at Randolph Tavern in Chicago**

188 W Randolph St Chicago, IL

Job Type: Part Time

Shift: Afternoon, Night

#### Job Description

Randolph Tavern--downtown's hottest new restaurant and bar--is now open in the heart of the Chicago Loop's Theater District. Since opening we have been busy, busy, busy and need more people!

We are looking for experienced SERVERS & HOSTESSES ...

You must show authentic hospitality, have a service attitude, and be passionate about food and people.

If you have restaurant experience and this describes you, be part of our team!

*Apply IN PERSON at 188 W Randolph Monday through Fridays between 2 and 4 pm.*

### **Security at The Shrine in Chicago**

2109 S Wabash Ave Chicago, IL

Job Type: Weekends

Shift: Night

#### Job Description

EXPERIENCED SECURITY NEEDED FOR HIGH VOLUME NIGHTCLUB.

MUST HAVE 1-3 YEARS EXPERIENCE AT MINIMUM TO BE CONSIDERED.

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

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## **Housekeeping at Chicago Marriott Downtown Magnificent Mile in Chicago**

540 N Michigan Ave Chicago, IL

Job Type: Full Time

Shift: Morning

### Job Description

It's a powerful feeling, to belong. It's finishing each other's thoughts. Laughing at the same jokes. It's that moment you feel truly and completely yourself. It's working with people who treat you like family. At Marriott we know that when you feel at home, you'll make our guests feel at home. If this sounds like the place for you, join us.

The Chicago Marriott Downtown Magnificent Mile, located at 540 North Michigan Avenue, Chicago, IL 60611 is currently hiring a Uniform Attendant.

Responsibilities include: Distribute clean uniforms to personnel according to company specifications. Record assigned and unassigned uniforms as they are distributed, returned, or cleaned. Inspect uniforms for damage and remove substandard uniforms from circulation and issue replacements. Complete inventory of uniforms and linens as assigned.

Follow all company safety and security policies and procedures; report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets.

Speak with others using clear and professional language; answer telephones using appropriate etiquette. Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees.

Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time or for an entire work shift. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. Perform other reasonable job duties as requested by Supervisors.

To submit your application for this job, please go to:

<https://marriott.taleo.net/careersection/2/jobdetail.ftl?job=15000YPZ>

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**Title: Administrative Assistant**

Department: Central Advisory Council

Grade: 56U Position Number: ASCU-HOU908

**SUMMARY OF PRIMARY ACCOUNTABILITIES**

Responsibilities of this position may include but are not limited to the following:

1. Greet visitors and maintain sign-in sheets.
2. Open, sort and distribute incoming correspondences, including faxes and emails.
3. Distribute flyers as needed.
4. Screen phone calls and take messages.
5. Make appointments for LAC President and Board Members.
6. Forwards equipment and supply needs from the LAC President to the CAC staff. Verify items received from CAC and match the requisitions and invoices received from CAC staff.
7. Composes, types and proofreads correspondence to support the communication needs and daily work requirements of the LAC President and or CAC management staff.
8. Receives, stores and issues equipment, materials and supplies.
9. Coordinates with CAC staff for travel arrangements for LAC members, when requested by the LAC President.
10. Organizes and maintains files of supervisor's correspondence, records, etc. following up on pending matters.
11. Assist the LAC President in handling resident grievances.
12. Interacts with the police department, property managers, drug prevention agencies and other external and internal organizations as needed.
13. Type reports and meeting minutes.
14. Provide copies of documents as requested.
15. Fax information as requested.
16. Provide assistance to residents as requested, for example, typing resumes and faxing documents.

**REQUIREMENTS:** This position requires a High School Diploma or GED, with 1-2 years in general office responsibilities and procedures. Working knowledge of Microsoft Word, Excel and PowerPoint is needed along with knowledge of modern office methods and procedures and filing techniques. Position requires excellent interpersonal communication and phone/customer service etiquette. Must be able to maintain a good working relationship with all co-workers and the general public and to use good judgment in recognizing scope of responsibilities. Must be able to maintain confidentiality. The minimum salary for this position is: \$27,941.00  
The candidate selected will become a member of Service Employees International Union (SEIU) Local 73.

Apply online at <http://www.thecha.org/careers/work-at-cha/>

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**Title: Project Coordinator**

Department: Asset Management

Grade: 61

Position Number: PJCD-HOU740

**SUMMARY OF PRIMARY ACCOUNTABILITIES**

Responsibilities of this position may include but are not limited to the following:

- Assist with coordination and prioritization of team projects such as: quarterly, semi-annual stakeholder meetings, tracking and monitoring management and information reports, newsletters, surveys, and the REAC inspection process and responses. The Report Coordinator will display a sense of leadership in developing tools to measure and present the success of various components of the portfolio activity.
- Responsible for the development and maintenance of an informational system to gather, correlate, analyze, track to ensure accurate monitoring of the initiatives activities, and status. Develop and maintain tools for tracking, monitoring and reporting on portfolio activity including crime alerts, bed bug cases, REAC activity, long term vacancies, and PHAS scoring and grading. Assist the Asset and Compliance Managers as needed to ensure timely response to stakeholder and government agency questions concerning portfolio requirements. Assist with the departments communications as directed.
- Assist with the preparation of procedures, policies and processes to address deficiencies found in the initiative assigned.
- Assisting with the coordination and preparation of department materials for distribution ensuring accuracy of the data.
- Is responsible for coordination projects initiated by the Director, including prioritizing issues, events and activities that affect the departments.
- Assists with the coordination of administrative and operational activities of the initiative assigned.

**REQUIREMENTS:**

College level coursework in the areas of public policy, business administration, public administration, or a related field of study, or the equivalent combination of education and experience a plus. Two to three years of progressively responsible experience. Effective verbal, written, and communication skills. Effective problem-solving and organizational skills. Ability to exercise objective judgment, discretion and work on multiple initiatives simultaneously. Strong skills in Microsoft Outlook, Word, Excel and PowerPoint. Working knowledge of CHA policies and organizational function helpful. The minimum salary for this position is: \$34,455.0

Apply online at <http://www.thecha.org/careers/work-at-cha/>

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**Title: Accountant**

Department: Comptroller's Office

Grade: 61

Position Number: ACT-FIN820

**SUMMARY OF PRIMARY ACCOUNTABILITIES**

Responsibilities of this position may include but are not limited to the following:

- 1) Posts, balances, reconciles, and audits monthly journal entries in order to maintain an accurate general ledger.
- 2) Posts the various subsidiary accounts to the general ledger to ensure accurate posting and all differences are analyzed and reconciled.
- 3) Maintains files to keep accurate records of accounting activities and documentation.
- 4) Prepares, audits, and distributes reports of accounting activities and documentation.
- 5) Performs monthly cash reconciliations and various balance sheet account controls to ensure accuracy.
- 6) Prepares annual unclaimed property information to State of Illinois.
- 7) Assist with monthly expenses allocation and closing procedures.

**REQUIREMENTS:**

Bachelor's Degree in Accounting or related field and one to three years of progressive accounting and finance experience or the equivalent combination of education and related work experience.

Must possess a comprehensive knowledge of Generally Accepted Accounting Principles (GAAP).

Effective written, verbal, interpersonal and customer service communication skills are needed. Knowledge of analytical techniques and excellent Excel skills (e.g. creating pivot tables, using if, then statements and filter, sort and group functions) are required.

The minimum salary for this position is: \$34,455.00

Apply online at <http://www.thecha.org/careers/work-at-cha/>

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**General Laborer - SEASONAL**

Talent Area : Manufacturing/Production Operations

Location : Alsip, IL, USA

Requisition Number : 00034933

Full or Part Time : Seasonal/Casual FT

**Position Description**

Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.

Operate industrial power equipment  
Restock and replenish as appropriate.

Perform general maintenance.  
Ensure compliance with regulatory and company policies and procedures.

Fill in for other positions as needed.  
Perform general warehouse/production/cooler service duties.

Periodic bending, kneeling, lifting of 50+ pounds and climbing.  
High School Diploma Preferred.

0 - 1 year of general work experience.  
Prior warehouse/production/equipment service experience preferred.

Ability to operate a manual / powered pallet jack or lift product.  
Demonstrated attention to detail.

Forklift certification is a plus.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-seasonal-alsip-illinois-job-1-5532706>

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**Job Title: Human Services Casework Manager**

Agency: Human Services

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

Salary: \$4,873.00 - \$7,392.00 monthly

\$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062 Bid ID#: 10-91-91753

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applications or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize the effectiveness and verifies efficient and proper deliver of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

Minimum Requirements: Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.

Work Hours & Location/Agency Contact: 8:30am-5:00pm  
Mid-South FCS, 1642 W. 59th Street, 2nd Floor, Chicago, IL 60636  
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).

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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 Assistant - Opt 2**

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#: G-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. Requires ability to type accurately at 35 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: 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).

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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: \$3,305.00 - \$4,731.00 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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### **Cleaning/Maintenance at Plum Market in Chicago**

1233 N Wells St Chicago, IL

Job Type: Full Time

Shift: Morning, Afternoon, Night, Overnight

Neighborhood: Near North Side, River North

**Job Description:** The In-House Porter is directly responsible for maintaining the cleanliness of the whole store; including the sales floor, bathrooms and the back of the house. The Porter will work to ensure a clean and safe environment for our Team Members and guests. Their duties will include daily and weekly cleaning tasks, minor repairs and special cleaning projects as deemed necessary by Store Team Leadership.

#### **Qualifications:**

Must have a strong work ethic and a positive attitude.

Willing to learn and executes the 12 steps to a successful NSF audit which ensures the highest level of food safety and sanitation.

Ability to use a floor cleaning machine.

Ability to understand and executes proper storage and usage of cleaning supplies.

Must have strong organizational Skills and ability to follow instructions and complete tasks in a timely manner.

Able to effectively communicate with Team Members, Team Leaders and Store Leadership.

Able to bend and stoop to grasp objects and climb ladders. Lift loads not to exceed 67 lbs. unassisted.

Ability to work a variety of shifts including nights, weekends and Holidays.

#### **Responsibilities:**

Provide exceptional guest service or get help to do so.

Complete all daily and weekly cleaning tasks and any minor repairs and special cleaning projects as assigned.

Bag and haul trash to dumpster at designated times.

Bag and store linens in appropriate location at designated times.

Understands and executes the 12 steps to a successful NSF audit which ensures the highest level of food safety and sanitation.

Understands and executes proper storage and usage of cleaning supplies.

Employment is contingent on a successful background check.

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

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