



Job Title: Building/Grounds Maintenance Worker

Agency: Military Affairs, Department of
Closing Date/Time: Tue. 08/25/15 11:59 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: RC042
Bid ID#: 16-006

Minimum Requirements:

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Working knowledge of construction and maintenance tools, equipment and materials. Elementary knowledge of one or more of the building and mechanical trades. Ability to use hand and power tools, operate heavy equipment and perform semi-skilled manual work in a safe manner. Ability to follow oral and/or written instructions including blueprints and other diagrams. Requires ability to lift and carry 80 pounds, i. e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs climb ladders to change light bulbs, paint etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns, and perform external maintenance; requires ability to tolerate exposure to a variety of chemical cleaning agents. Requires a valid driver's license in the appropriate classification as required by law. Must acquire and maintain a Common Access Card issued by Department of Defense for computer access.

Work Hours & Location/Agency Contact:

POSITION LOCATION: Northwest Armory, 1551 N. Kedzie Avenue, Chicago, IL 60651
WORK SHIFT: 800AM – 430PM
BARGAINING UNIT: AFSCME, RC-042

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).

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Job Title: Administrative Assistant I - Opt H7

Agency: Human Services

Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 2

Plan/BU: RC028 Bid ID#: 10-75-90192

Description of Duties/Essential Functions Benefits Supplemental Questions
Conducts audits to determine the efficiency of residential units at the Shapiro Center. Monitors and directs staff involved with the provision of services and support provided at on-campus and off-campus locations for individuals from assigned area. Responsible for follow-up associated with routine and special reports, the assessment of unit operations, and for conducting random reviews to maintain compliance with policies, procedures, rules, regulations, and standards. Prepares reports regarding observations and takes corrective actions when necessary. Makes physical rounds of assigned areas to gather information necessary to determine compliance with Public Health, Federal CMS, Facility and Department rules, regulations, and standards. Monitors and provides direction to direct care staff engaged in the implementation, treatment, development, and habilitation of persons with developmental disabilities in a residential program. Provides orientation and training for new personnel to the assigned area who are involved in on the job training

Minimum Requirements: Requires four years of college. Requires extensive knowledge of accreditation, state and federal standards, rules, regulations, and CMS Policies, DHS and facility policies.

Work Hours & Location/Agency Contact: 7:45 am - 4:15 pm, Monday through Friday with rotating weekend and holiday coverage. In addition, the position requires the ability to work several early and late shifts per month.

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560 ATTN: PERSONNEL).

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 H7 - Dept Human Services

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Job Title: Educator - Opt B

Agency: Juvenile Justice
Closing Date/Time: Wed. 08/26/15 3:30 PM Central Time
Salary: \$4,311.00 - \$7,936.00 monthly
\$51,732.00 - \$95,232.00 annually
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-10-15-0960

Minimum Requirements:

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in the appropriate content area in which the individual is approved to work (Science). Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of the student.

Work Hours & Location/Agency Contact:

Work Hours: 8:00am - 4:00pm, Monday through Friday (Saturday/Sunday off)
Work Location: Illinois Youth Center - St. Charles
3825 Campton Hills Road, St. Charles, IL 60175

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

How to Apply:

CURRENT STATE OF ILLINOIS EMPLOYEES AND ALL INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED & SIGNED NEW VERSION OF THE CMS-100 EMPLOYMENT APPLICATION, SCREEN PRINT OF PEL FROM ISBE WEBSITE, AND BID FORM, IF A CURRENT STATE OF ILLINOIS EMPLOYEE, BY THE CLOSING OF THE POSTING PERIOD TO THE CONTACT LISTED ABOVE. APPLICANTS MAY ATTACH A COPY OF THEIR TRANSCRIPTS AND DEGREE.

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Job Title: Human Services Casework Manager

Agency: Human Services
Closing Date/Time: Wed. 08/26/15 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#: 10-91-92621

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
Northwest FCRC, 4105 W. Chicago Ave., 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 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).

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Job Title: Maintenance Equipment Operator
Agency: Human Services
Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time
Salary: \$4,583.00 - \$6,110.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC020
Bid ID#: 10-75-92576

Description of Duties/Essential Functions Benefits Supplemental Questions
In the transportation department performs a variety of semiskilled manual tasks involving the operation and general maintenance of automotive and related equipment utilized to transport individuals served to and from schools/sheltered workshops; vocational programs; trips to local medical appointments; trips to medical appointments with physician specialists in Chicago area; athletic events; field trips; and other related programs and activities.

Minimum Requirements:
Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year's experience in performing a variety of semiskilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment, including vehicles with manual transmissions. Requires a valid commercial driver's license-Class A or Class B with a "P" (passenger) endorsement. Requires working knowledge of automotive and related machinery and equipment. Requires ability to make routine reports. Requires ability to use tools and perform semiskilled manual work. Requires ability to follow oral or written instructions. Requires skill in the operation of maintenance or other automotive equipment.

Work Hours & Location/Agency Contact: Transportation, 8:30 am - 5:00 pm Monday through Friday, Sat/Sun RDO, subject to change based on operational needs of the facility. Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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).

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Job Title: Mental Health Technician III

Agency: Human Services
 Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time
 Salary: \$2,951.00 - \$4,124.00 monthly
 Job Type: Full-Time
 Location: Kankakee County, Illinois
 Number of Vacancies: 12
 Plan/BU: RC009
 Bid ID#: 10-75-86604

Minimum Requirements: Requires successful completion of an approved training program and one year experience in, or applicable to the care, treatment and development of individuals with mental illness or developmental disabilities.

- | | |
|--|---|
| Job #1 415B 6:30 am -3:00 pm
ROTATING | Job #7 502 2:45 pm - 11:15 pm
ROTATING |
| Job #2 417 6:30 am -3:00 pm
ROTATING | Job #8 805A 2:45 pm - 11:15 pm
ROTATING |
| Job #3 704A 6:30 am -3:00 pm
ROTATING | Job #9 103A 11:00 pm - 7:00 am
ROTATING |
| Job #4 103B 2:45 pm - 11:15 pm
ROTATING | Job #10 103B 11:00 pm - 7:00 am
ROTATING |
| Job #5 201B 2:45 pm - 11:15 pm
ROTATING | Job #11 415A 11:00 pm - 7:00 am
ROTATING |
| Job #6 313A 2:45 pm - 11:15 pm
ROTATING | Job #12 514B 11:00 pm - 7:00 am
ROTATING |

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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).

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Job Title: Mental Health Technician Iv

Agency: Human Services
Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time
Salary: \$3,035.00 - \$4,253.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 9
Plan/BU: RC009
Bid ID#: 10-75-82998

Description of Duties/Essential Functions Benefits Supplemental Questions
Ensures for the implementation of individuals schedules and other needs of assigned individuals. Fulfills the responsibilities of the Mental Health Technician 4 position in accord with Shapiro, Federal, State, DHS, and Public Health requirements.

Minimum Requirements: Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and habilitation of individuals with mental illness or developmental disabilities.

Work Hours & Location/Agency Contact:

Job #91 813A 6:30 AM – 3:00 PM ROTATING	Job #96 415B 11:00 PM – 7:00 AM ROTATING
Job #92 103B 2:45 PM – 11:15 PM ROTATING	Job #97 514A 11:00 PM – 7:00 AM ROTATING
Job #93 417 2:45 PM – 11:15 PM ROTATING	Job #98 704B 11:00 PM – 7:00 AM ROTATING
Job #94 502 2:45 PM – 11:15 PM ROTATING	Job #99 813A 11:00 PM – 7:00 AM ROTATING
Job #95 603A 2:45 PM – 11:15 PM ROTATING	

How to Apply: Only currently certified state employees may be considered for vacancies in this classification. A current promotional grade is required. Applicants must complete a Bid Form and CMS-100 employment application and submit it to the Agency Contact listed above prior to the end of the posting period. State employees without a valid promotional grade must also submit a CMS-100B promotional application to Central Management Services (CMS), Division of Examining and Counseling, Room 500 Stratton Building, Springfield, IL 62706. 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).

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Job Title: NONCODE ADMINISTRATIVE ASSISTANT 1

Agency: Human Services
Closing Date/Time: Thu. 08/27/15 5:00 PM Central Time
Salary: \$30.40 / Hour
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1 Bid ID#: 10-90-92157

“This Is A Contractual Position - Interested Applicants Must Submit A CMS 100 To Contact Person Listed Below. Do Not Submit Application to CMS For Grading.”
The Illinois JTED-SNAP Program Specialist under the direct supervision of the Illinois Department of Human Services, Division of Family and Community Services, JTED-SNAP Project Manager. Works with staff across the state agencies to meet project administration and reporting requirements. Assists with project planning and in resolving operations issues. Because this is a grant-funded position the duties and or requirements of the position may be modified as required by the federal agency. Coordinates the scheduling of all project meetings, site visits, inter agency meetings, and maintains and organizes all project files. Prepares draft reports as required. Assists in development of project reports. Provides assistance where required to insure program administration, reporting, and presentation, requirements are met. Performs a wide variety of supportive functions under the direction of the project manager to help ensure the goals of the project are met. Works with staff across the state agencies to meet project administration and reporting requirements. Assists with project planning and in resolving operations issues. Maintains project’s records and files. Assists in development of project reports. Participates in site visits to community based providers.

Minimum Requirements: Requires knowledge, skill, mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires two years of professional experience in a public or private organization, preferably in project management. Must have good written and oral communication skills. Must have excellent problem solving skills. Must have at least two years of experience in project management.

Work Hours & Location/Agency Contact:

Work Location: IDHS, Family & Community Services
Bureau of Workforce Development, 1308 W. 105th, Chicago, IL 60643
How to Apply: Applications should be mailed directly to:
Illinois Department of Human Services
Bureau of Workforce Development, 1308 W. 105th Street, Chicago, IL 60643
ATTN: Katherine Staten
Phone: (773) 881-2932 Fax: (773) 881-2939

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Job Title: Office Associate - Opt 2

Agency: Human Services
Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-75-92368

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions. Utilizes standard office equipment and computer. Complies with all Federal, State, Department and Facility Regulations and rules.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary 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 and perform routine maintenance. Requires skill in typing accurately (minimum net rate of 45 words per minute) and utilize personal computer.

Work Hours & Location/Agency Contact:
Clerical Pool 8:00 am - 4:30 pm, Monday through Friday
Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560 ATTN: PERSONNEL).

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

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Job Title: Office Coordinator - Opt 2

Agency: Human Services
Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-97-92751

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 ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Bureau of Workforce Development
Employment and Training Resource Development
401 S. Clinton
Chicago, IL 60607

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

Applications may be mailed, faxed, or e-mailed.

Candidates must be deemed qualified or have submitted an application to CMS examining to receive a qualifying grade prior to the closing of the posting period.

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

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Job Title: Paralegal Assistant

Agency: Children & Family Services
Closing Date/Time: Tue. 08/25/15 5:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1503010-035860

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions, or other documents for review and approval by licensed legal staff; assumes no independent responsibility for legal validity of work performed; performs special projects and prepares statistical or other reports; receives and processes subpoenas received by Cook County staff; obtains legal materials for staff attorneys; files court documents and serves legal papers; travels in the performance of duties.

Minimum Requirements:

Requires knowledge, skill, and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate; requires travel.

Work Hours & Location/Agency Contact: Work Hours: Mon - Fri 8:30AM - 5:00PM
Work Location: 2245 W. Ogden Avenue, Chicago, IL 60612
Supervisor: Vacant

Lorne Garrett / Office of Legal Services
2245 W. Ogden, 3rd Fl., Chicago, IL 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).

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Job Title: Public Aid Eligibility Assistant

Agency: Human Services
Closing Date/Time: Wed. 08/26/15 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: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-92-92657

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:
8:30am-5:00pm

Kankakee County
285 N. Schuyler Avenue
Kankakee, IL 60901

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 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).

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Job Title: Public Service Administrator - Opt 8N

Agency: Human Services
Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: BBR
Bid ID#: 10-75-90177-A

Minimum Requirements: Requires knowledge and experience in the provision of nursing services for individuals who have a developmental disability. Requires (1) licensure as a Registered Nurse in the state of Illinois; graduation from an approved nursing education program with an Associate Degree or Diploma in Nursing and three years progressively responsible professional nursing experience, or (2) a Bachelor's Degree in Nursing and two years progressively responsible nursing experience, or (3) Master's Degree in Nursing. Requires extensive knowledge of professional nursing theory and practice in recent developments in the field of nursing. Requires ability to teach and implement emergency procedures (i.e., CPR etc.). Requires ability to effectively communicate with others.

Work Hours & Location/Agency Contact:

8:00 AM - 4:30 PM Mon-Fri with rotating weekend/holiday coverage. In addition, requires the ability to work several early and late shifts per month.

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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 8N - Nurse Registered II

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Job Title: Reimbursement Officer I

Agency: Human Services
Closing Date/Time: Thu. 08/20/15 5:00 PM Central Time
Salary: \$3,729.00 - \$4,971.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 01
Plan/BU: RC062
Bid ID#: 10-72-92144

Description of Duties/Essential Functions Benefits Supplemental Questions
Ludeman Center is a 24 hour, 7 day a week residential facility located on a 60 acre campus with 43 residential homes housing approximately 400 people with developmental disabilities. Under general supervision of the manager of resident resources, performs professional duties in implementing the resident's reimbursement for care program; establishes parent/family or guardianship liability for resident care and funding for resident care from public and private sources as available.

Minimum Requirements:

Requires knowledge, skills equivalent to completion of four years of college with courses in accounting, economics or business administration. Requires one year of work experience in the reimbursement field.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:00 AM-4:30 PM Monday -Friday
WORK LOCATION: Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

AGENCY CONTACT: Alice M. Chambers

114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

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).

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Job Title: Security Station Attendant

Agency: Illinois Courts/Supreme Court
Salary: \$28,524.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 128

Description of Duties/Essential Functions Benefits Supplemental Questions
Duties include: Providing security for Judges and court personnel on an assigned floor, patrolling floors on foot and observing incidents or concerns that may require additional attention, preparing comprehensive incident reports, maintaining order and decorum during court proceedings, answering the telephone at the security station and disseminating telephone messages, greeting and directing visitors at assigned area, sorting and distributing mail, assisting the First District Appellate Court when required, and preparing meeting rooms.

Minimum Requirements:

Education and Skill Requirements: Individual must have a minimum of three (3) years of working experience and certified training within the security or law enforcement field. Certification in CPR/AED is preferred or ability to obtain a certification within six (6) months of hire. Must possess a valid Illinois driver's license. Individual must demonstrate strong interpersonal skills, be able to maintain confidentiality and work in a team environment. This is an UNARMED position.

Physical Requirements: Ability to stand and sit for extended time periods. Ability to patrol floors on foot and deliver packages/mail to different areas of the building and the downtown Chicago area. Some lifting to set-up/take down chairs, tables and equipment for meetings is required. Office work environment requiring business attire.

Work Hours & Location/Agency Contact: 8:30 a.m. - 4:30 p.m.

Supreme Court of Illinois

Michael Bilandic Building, 160 North LaSalle Street, 18th Floor, Chicago, Illinois 60601

Patrick Cronin (312) 793-6303

How to Apply:

Applicants must submit resume and cover letter to:

Supreme Court of Illinois

Michael Bilandic Building / Attention: Patrick Cronin

160 North LaSalle Street, 18th Floor, Chicago, Illinois 60601

Applicant's information must be received by 4:30 p.m. on Thursday, August 20, 2015.

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Job Title: Senior Public Service Administrator - Opt 6

Agency: Public Health
Closing Date/Time: Fri. 08/28/15 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Exempt
Location: 2 Counties, Illinois
Number of Vacancies: 1
Bid ID#: IDPH 60-16-0030

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires prior experience equivalent to four years of progressively responsible administrative experience dealing with women's health and family services issues. Requires extensive communication and writing skills; requires the ability to exercise judgment and discretion in representing the Department before the public; requires the ability to work cooperatively with people and requires a thorough knowledge of women's health issues.

Work Hours & Location/Agency Contact:
Work Hours & Location: 8:30AM - 5:00PM
Office of Women's Health
Springfield or Chicago

Agency Contact:
Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038

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 6 - Health & Human Services

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Job Title: Support Service Worker

Agency: Human Services

Closing Date/Time: Mon. 08/24/15 5:00 PM Central Time

Salary: \$2,700.00 - \$3,641.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 6

Plan/BU: RC009

Bid ID#: 10-75-92851

Description of Duties/Essential Functions Benefits Supplemental Questions
Performs duties in one or more of the support service functions such as dietary, laundry, housekeeping, or clothing service on programmatic units. Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in the area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Minimum Requirements:

Requires ability to perform heavy physical work and operate standard equipment and machinery. Requires six months experience in the support service functional area to which assigned. Requires working knowledge of routine tasks commonly found in area of assignment. Requires skill in the basic operation of machinery and equipment in assigned area.

Work Hours & Location/Agency Contact:

5 positions 6:30 am - 3:00 pm, Detail Pool, rotating days off

1 position 12:30 pm - 9:00 pm, Dietary, rotating days off

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

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).

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Job Title: Social Service Program Planner Iv

Agency: Human Services
Closing Date/Time: Wed. 08/26/15 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
\$65,292.00 - \$99,816.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-97-92750

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years of college, supplemented by a related Master's Degree. Requires two years of progressively responsible professional experience in community organization, social service work or in program planning and development. Required knowledge and experience using Microsoft Word and Outlook. Requires ability to gather and analyze data. Requires experience working with the TANF population regarding employment and training aspects, Requires knowledge and experience with the Work Verification System (WVS). Requires ability to travel.

Work Hours & Location/Agency Contact: 8:30am-5:00pm
Bureau of Workforce Development
Employment & Training Resource Development
401 S. Clinton, Chicago, IL 60607

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 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).

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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 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).

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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 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 1 - General

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