



Job Title: Licensed Practical Nurse I

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

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

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

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

How to Apply:

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

Agency: State Police

Closing Date/Time: Wed. 09/03/14 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 21-69-ISP14-066A

Minimum Requirements:

Requires knowledge, skill, and mental development to completion of four years of high school. Requires successful completion of the Telecommunicator Trainee Program. Requires possession of a valid LEADS operator certificate. Requires successful completion of agency provided call taker program. Requires successful completion of specialized training in operation of a sophisticated multi-channel trunked radio communications system. Requires a clear speaking voice. Requires ability to receive, understand, and act upon aural and written instructions and information through the use of a two-way radio and telephone. Requires ability to effectively and accurately communicate both verbally and in written form. Requires ability to maintain self-control under stressful conditions. Requires ability to properly arrange material for transmission and to determine priority of messages. Requires ability to establish and maintain satisfactory working relationships with other employees, officers, and the public. Must be able to work assigned shifts, weekends, and holidays.

Work Hours & Location/Agency Contact:

WORK HOURS: Indeterminate Shift & Days Off Vary.

WORK LOCATION: Illinois State Police District 5

16648 South Broadway Street Lockport, IL

AGENCY CONTACT: Shae Bruce / Public Safety Shared Services Center

1301 Concordia Court, PO Box 19277 Springfield, IL 62794

PHONE: 217-557-6015

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Coordinator, Grant Writing and Research

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

Reporting to the manager of government and foundation relations, the coordinator of grant writing and research develops and writes grant requests, proposals and reports with a focus on corporate, foundation and government opportunities.

Maintains database of current grant activities and proposal and report archive. Researches potential corporate, foundation and government funders.

Writes proposals and reports supporting all Development department needs. Develops and maintains a comprehensive knowledge of aquarium programs and operations and a companion library of proposals.

As needed, will coordinate and participate in site visits and tours for donors, corporate partners and prospects.

Qualifications:

Education:

- Bachelor's degree minimum educational credential.

Experience:

- Three years' experience in government and foundation grant writing or fundraising.
- Strong and versatile writing background, with ability to prepare a variety of materials; has to enjoy writing.
- Experience in researching funding sources.
- Excellent computer skills, specifically word processing/databases.
- Strong interpersonal skills.
- Ability to work independently and under tight deadline; ability to multi-task and work on several projects simultaneously.
- Ability to work as part of a team.
- Highly motivated self-starter.

Apply online by clicking <https://www.adpselect.com/act/app/public/jsp/job/list.jsf>

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Learning Specialist

Location: Chicago, IL

Salary: Unspecified

FLSA Status: Exempt

Hours: FULL-TIME

Position Summary:

The Learning Specialist uses creativity, promising instructional practices and evaluation data to design, implement and authentically evaluate programs that support various levels of Shedd's learning framework. He/She utilizes learner-centered teaching strategies to encourage learners of all ages to think critically about the natural world and their place in it, actively seeks out relevant content knowledge and evaluates learning using authentic and formal assessment techniques. The Learning Specialist demonstrates ownership and autonomy in each program cycle while contributing to a culture of collaboration. He/She actively participates in reflective activities as it relates to their instructional quality. This position is primarily responsible for facilitating learning experiences at Shedd, in the field, in local communities and in online environments

Qualifications: Education: Bachelor's degree in life science, environmental science, education, museum studies or a related field.

Experience: Minimum 2 years teaching experience in either a formal or informal setting
- Experience working in team-based environments - Excellent written and oral communication skills; fluency in Spanish desirable - Excellent organizational and time management skills - Must be able to work irregular hours including occasional evenings, weekends and overnight programs/events - Willingness to be trained to handle animals for education programs - Willingness to implement aquatic science programs aboard research vessels and/or in wilderness settings for up to three consecutive weeks
- Must possess strong swimming skills - Must be physically able to do heavy lifting (up to 50 lbs.) to transport equipment and facilitate program activities such as canoeing, hiking, etc. - A valid driver's license

Preferred: - 1-2 years prior informal outdoor/science education teaching experience working with diverse audiences in urban and wilderness settings - CPR and first aid certification (advanced wilderness/outdoor training a plus) - Snorkeling experience - Technology experience beyond basic computer skills and willingness to learn new technologies - A personal vehicle (and auto insurance) to travel to/from program sites - Legal age to rent a car

Designations/Certifications: CPR and first aid certification (advanced wilderness/outdoor training a plus)

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Costumer

Location: Chicago, IL Education:
Experience: Salary: Unspecified
FLSA Status: Non-Exempt Hours: PART-TIME
Position Summary:

The Costumer conducts all aspects of costuming at Shedd Aquarium including organization, fittings, repairs, maintenance, and cleaning of costumes for all Aquatic Show productions. The Costumer will work with the production team (Costume Designer) to implement the costume design and typical duties will include stitching, alterations, ordering stock supplies and replacement costumes, overseeing fittings, and attending production and preshow meetings.

Responsibilities and Duties:

- Demonstrate commitment to Shedd's vision, mission and values
- Maintain all Shedd costumes, mascots and associated wardrobe accessories.
- Launder and dry clean all costumes and mascots prior to each production.
- Mend or repair damaged costumes.
- Order replacement costumes or mascots if necessary.
- Ensure that all necessary costumes are ready for all performances.
- Attend and assist mascot appearances at Shedd or at off-site locations.
- Attend dress rehearsals and shows and take notes on needed costume repairs or alterations.
- Gather and return costumes to their designated locations for use in daily performances.
- Organize and maintain costume or dressing areas for actors.
- Create and maintain a system for logging and keeping track of costumes in use or in storage.- Clean and maintain penguin costumes for Polar Play Zone exhibit.
- Occasionally design and fabricate items for exhibits.
- Adhere to safety procedures in work area.
- Keep storage areas clean and organized
- Other duties as assigned

Qualifications:

Education:

- Minimum of a BA in a related field or equivalent experience

Experience:

- Minimum of 2 plus years or related costume or wardrobe management

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Retail Cosmetics Sales - Beauty Advisor Chanel, Part Time: Chicago, IL - Macy's Water Tower Place

Location: Chicago, Illinois

Job Category: Stores

Requisition ID: 71226484

QUALIFICATIONS:

Education /Experience

High school diploma or equivalent. Previous cosmetic or fragrance sales experience a plus

Communication Skills

Ability to read, write, and interpret labels including warnings and ingredient lists on products. Ability to effectively communicate with and present information to customers, vendors, buyers, peers, and all levels of management

Mathematical Skills

Basic math functions such as addition, subtraction, multiplication, and division. Able to use a calculator. Must be able to calculate percentages and ratios. Must be able to make change using American Monetary units.

Other Skills

Superior organizational and time management skills. Must be able to build relationships and influence others. Ability to set and achieve goals. Ability to multi-task in a fast-paced environment. Must possess a strong sense of urgency and a thirst for knowledge. Must be able to lead by example.

Work Hours

Ability to work a flexible schedule including days, nights, weekends, holidays, and sales events, based on department and store/company needs.

This job description is not all inclusive. In addition, Macy's, Inc. reserves the right to amend this job description at any time. Macy's, Inc. is an Equal Opportunity Employer, committed to a diverse and inclusive work environment.

Apply online by clicking <http://www.macysjobs.com/Search/JobDetail/71226484>

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Merchandising Team Associate

Location: Chicago, IL
Requisition ID: 835565
Posting Date: 8/21/2014
Shift: Flexible
Status: Seasonal

RESPONSIBILITIES:

Flow Floor Ready merchandise onto the sales floor within 24 hours of receipt while maintaining consistent and compelling merchandise presentation
Replenish merchandise timely and monitor floor stock levels to ensure the store is properly stocked at all times
Execute floor moves, merchandising directives, display maintenance and general recovery (i.e., folding, straightening, etc) as directed by the manager on duty
Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
Drive sales results through greeting and assisting customers on the sales floor and maintaining solid product knowledge
Timely and proper placement of merchandise for maximum impact according to Burlington's visual presentation guidelines
Maintain an awareness of all promotions and advertisements and execute merchandise placement for sales and other promotional events
Return fitting room "go-backs" and customer returns to the selling floor ensuring they are properly sized and EAS tagged
Assist in weekly sizing maintenance projects, replace missing merchandise tickets and assist with markdowns when requested by the manager on duty
Participate in year-end inventory and cycle counts
Understand the causes of shortage and how to prevent it
Any other tasks as assigned from time to time by any member of the management team

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online by clicking

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/merchandising-team-associate-chicago-illinois-job-4698419>

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Cashiers Associate

Location: Chicago, IL
Requisition ID: 557-833153
Posting Date: 8/11/2014
Shift: Flexible
Status: Part Time

GENERAL PURPOSE OF POSITION:

As part of the front end operations team, the Cashier is responsible for maintaining outstanding customer service as per Company standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding company assets.

FOCUS OF POSITION:

Positively demonstrate the company's Core Values by developing trust and respect among peers and management, working in teams and partnering with others through collaborative work ethics, and driving business results by placing a high priority on detail and accuracy to successfully complete all tasks
Deliver excellent customer service and demonstrate a high degree of professionalism

RESPONSIBILITIES:

Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service. Maintain an awareness of all promotions and advertisements
Accurately and efficiently ring on registers and accurately maintain all cash and media at the registers
Communicate customer requests to management
Enter all media from register into the tally program
Maintain orderly appearance of register area and supplies stocked
Any other tasks as assigned from time to time by any manager

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage and benefits package that includes a generous paid time off plan, plus an associate discount, and a company matched 401(k) to name a few.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online by clicking

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/cashiers-associate-chicago-illinois-job-4669114>

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Job Title: Meat & Poultry Inspector Supervisor

Agency: Agriculture

Closing Date/Time: Tue. 09/02/14 5:00 PM Central Time

Salary: \$4,155.00 - \$5,812.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: VR706 Bid ID#: IDOA 1568

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to high school, preferably with courses in algebra, biology and chemistry. Requires the successful completion of an agency approved meat and poultry inspection training program; requires two years experience as a Meat and Poultry Inspector; requires a valid driver's license; requires an extensive knowledge of the methods and techniques used in antemortem and postmortem examinations involving meat purchasing animals and poultry; requires extensive knowledge of the meat and poultry industry and related processing and sanitation practices; and requires extensive knowledge of the use of additives and preservatives used in processing meat and poultry products.

Work Hours & Location/Agency Contact: Day shift hours
MUST RESIDE IN REGION I (Cook County) AT TIME OF HIRE.

Contact:

IDOA/Human Resources
PO Box 19281 - IL State Fairgrounds
Springfield, IL 62702
(217) 785-5099

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: Office Assistant - Opt 2 - Timekeeping

Agency: Corrections

Closing Date/Time: Tue. 09/02/14 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#: IDOC29-82-14-0096

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision of the Business Administrator (Public Service Admin.), and guidance of the timekeeping leadworker (Office Associate), performs a variety of difficult clerical duties as the timekeeper at the Stateville Correctional Center and Northern Receiving and Classification Center (NRC); maintains personal time and attendance records; processes and records benefit time, overtime, shift differential, roll call and dock time per pay period; provides timekeeping information assistance to staff; audits daily sign-in sheets. Position Number: 30010-29-82-180-32-02

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alpha-numeric sequencing; requires working knowledge of office practices, procedures and programs; requires working knowledge of spelling, grammar and punctuation; requires working knowledge of basic mathematics; requires ability to follow oral and/or written instructions; requires ability to type accurately at 35 wpm.

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 (815) 727-3607 extension 6693.

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: Wed. 08/27/14 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#: 1403015-033414

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direct supervision of a licensed attorney, receives and processes subpoenas for Cook County Division of Child Protection records; conducts legal pre-screenings and screenings; reviews documents; provides follow-up with caseworkers and supervisors; researches and retrieves case files; responds to inquiries regarding requested documents; maintains daily log of subpoenas and requests for records; 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: Monday - Friday 8:30AM - 5:00PM

Work Location: 160 N. LaSalle, Chicago, IL 60601

Lorne Garrett Office of Legal Services 2245 W. Ogden, 3rd Fl. Chicago, IL 60612

Phone: 312-633-3406 Fax: 312-633-3965

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 1

Agency: Human Services

Closing Date/Time: Fri. 08/29/14 5:00 PM Central Time

Salary: \$6,141.00 - \$9,472.00 monthly

\$73,692.00 - \$113,664.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: GB063 Bid ID#: 10-97-83245

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction of the Associate Director of the Office of TANF Workforce Development, organizes, plans, designs, executes, controls, evaluates, and directs the highly complex and specialist training programs, for Regions 1 & 2, including moving welfare clients to self-sufficiency and meeting federal participation requirements to prevent sanction to the State's federal block grants and funding. Develops, collects, and analyzes data to measure and project employment and training needs, progress and outcomes, and to determine the impact of Department self-sufficiency programs on the financially needy of the State; serves as an expert technical resource to public and private service providers; monitors and facilitates successful implementation of training programs and training to providers; works closely with other Department staff to develop formal Requests for Proposals and contractual agreements.

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years college with course work in business or public administration. Requires three years progressively responsible administrative experience in a public or private organization.

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

IL Dept of Human Services / Bureau of Workforce and Development

401 S. Clinton, 3rd Fl Chicago, IL 60607

BIDDING CONTACT: DHS, BUREAU OF EMPLOYEE SERVICES ATTN: NICK MIZEUR

100 S. GRAND AVE EAST, 3RD FL SPRINGFIELD, IL 62762 FAX: (217) 524-3826

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 - Gen Adm/Bus-Mkt-Lbr-Per

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Job Title: Public Service Administrator - Opt 3

Agency: Employment Security

Closing Date/Time: Wed. 09/03/14 11:59 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 11502

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 four three of progressively responsible professional experience in a management information system. Requires extensive knowledge of computer applications. 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. Preferred experience in TaxNet and/or Laptop Audit systems.

Special Skills: Requires education/experience as outlined above for the following: extensive knowledge of .NET framework technologies, .NET Group Systems and Subsystems, Microsoft Visual Studio; Visual Basic; C#, DB2, IMS-DC, MS SQL Server, database design, stored procedures, Source Safe, COBOL, Panvalet, networking technologies; experience managing a team of IT .NET framework developers. Working knowledge of UI Tax Law.

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

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Job Title: Sex Offender Therapist I

Agency: Corrections

Closing Date/Time: Wed. 09/10/14 5:00 PM Central Time

Salary: \$4,159.00 - \$6,500.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062 Bid ID#: IDOC29-00-14-8090

Minimum Requirements: Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.
Position Number: 40531-29-00-730-21-01

Work Hours & Location/Agency Contact:

Work Hours: Mon, Thurs, Fri 8:30 AM - 5:00 PM Tues, Wed 12:00 PM - 8:30 PM

Work Location: IDOC/Sex Offender Services / Chicago Special Needs Unit

1110 Oakley Ave Chicago, IL 60612

Agency Contact: Shae Bruce / Public Safety Services

1301 Concordia Court Springfield, IL 62794 Phone: 217-557-6015

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

Agency: Human Services

Closing Date/Time: Fri. 08/29/14 5:00 PM Central Time

Salary: \$3,217.00 - \$4,529.00 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-75-83510

Description of Duties/Essential Functions Benefits Supplemental Questions
Responsible for keeping stores records and maintaining inventory control of stock; processes a variety of general, industrial, mechanical and office supply items; receives and places stores stock and equipment in designated area; prepares items for shipment to other points; checks quantity and quality of stores; maintains accurate inventory and other records of stock received and issued. Complies with all Federal, State, Department and Facility Regulations, Requirements and Rules.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires one year experience in the keeping of stores and stores records. Requires extensive knowledge of storekeeping and warehousing methods and procedures in the receipt, storage, and shipment of a variety of goods; inventory record keeping and controls. Requires ability to supervise and instruct others in stock handling duties. Requires ability to determine quality of goods against prescribed specifications. Requires ability to perform arduous labor.

Work Hours & Location/Agency Contact: 8:00 am – 4:30 pm Sat/Sun RDO
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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773.378.5902 fax 773.378.5903
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Receiving Associate

Location: Chicago, IL
Requisition ID: 831773
Posting Date: 8/9/2014
Shift: Flexible
Status: Seasonal

RESPONSIBILITIES: Operate handtruck to move, convey, or hoist shipments from shipping and receiving platform to storage or work area

MATERIAL HANDLER

Ensure that Central Line and Direct Line have all necessary supplies and clear debris from processing area
Clear processed garments/cartons to staging areas
Ensure the truck is unloaded
Key receive Direct Shipments
Verify floor readiness of pre-ticketed cartons and move to floor ready staging area

DIRECT ASSOCIATE

Help receive and sort direct cartons when they arrive
Prepare and finish appropriate paperwork for Direct cartons
Open cartons, sort, hang, and tag products

PROCESSING ASSOCIATE

Take unprocessed garments from Line Handler
Check, ticket, and hang garments
Identify errors in garment count and ticketing
Handle hang sorter cartons and bring to floor staging area

LINE HANDLER

Open boxes, identify items, and debug garments
Direct unprocessed garments to Production Associates
Identify "exceptions" and remove from regular assembly line
Sort cartons as they come off the Nest-a-flex

Our ideal candidates will be self motivated, team players, who have the desire to succeed. We care about our employees, have a supportive environment that values trust and respect, offer a competitive wage plus an associate discount.

Burlington Coat Factory is an equal opportunity employer committed to workplace diversity.

Apply online by clicking

<http://careers.burlingtoncoatfactory.com/jobs/descriptions/receiving-associate-chicago-illinois-job-4666612>

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Customer Service Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Bronzeville
2601 S LaSalle St
CHICAGO , IL

Description:

Are you interested in becoming a moonlighter? Are you looking for another job to supplement your income? If so, U-Haul is the right place for you! Moonlighters are important and valued members of the U-Haul Team because they help us meet our customers' needs – which are significantly greater on evenings, weekends and holidays – with skilled, talented people who will provide excellent customer service.

As a Customer Service Representative perform various duties including:

- Levels inspection. - Clean rental equipment. - Dispense propane.
- Maintain the facility and lot in a clean condition.
- Serve customers in person and on the telephone.
- Use the computer to prepare rental contracts and invoices.

Requirements: A valid driver's license and maintain a good driving record. Ability to maintain good housekeeping practices in the work area and comply with all safety rules and procedures.

Work Status: Moonlighter

Hours Needed: (These hours may change based on business needs)

Sun - 9am to 5pm
Mon - 7am to 7pm
Tue - 7am to 7pm
Wed - 7am to 7pm
Thu - 7am to 7pm
Fri - 7am to 8pm
Sat - 7am to 7pm

Apply online by clicking

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138490&mode=

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Storage Facility Housekeeper

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Responsible for cleaning storage units, hallways, restrooms, elevator and other areas of the facility.

Will sweep, vacuum and mop. Must empty waste cans and remove trash to designated trash bins.

Responsible for maintaining/stocking cleaning supply inventory records and request new supplies as needed.

Prior cleaning service or custodial experience is preferred.

Work Status:

Moonlighter

Hours Needed:

(These hours may change based on business needs)

Sun - 8am to 8pm

Mon - NA

Tue - NA

Wed - NA

Thu - 8am to 8pm

Fri - 8am to 9pm

Sat - 8am to 8pm

Apply online by clicking

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=137752&mode=

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U-Box Customer Care Representative

U-Haul Moving Centers
U-Haul Moving & Storage of Logan Square
4100 W Fullerton Ave
CHICAGO , IL

Description:

Under the direction of the U Box Storage Facility Manager, operate an 8000 pound propane forklift, a truck mounted forklift and a straight truck to load and transport cargo to and from specified destinations. Prepare, receive and provide appropriate documentation for the delivery or pick up of goods. Load, secure, and unload cargo. Ensure warehouse storage facility is clean, dry and secure at all times. Perform "Customer Ready" inspections of UBox containers prior to dispatch. Verify that the container, and any other equipment rented, is returned in the same condition as when rented. Use on-line computerized dispatch and rental systems. Ensure timely delivery; provide customer assistance to include the sale of support items. Maintain radio or telephone contact with dispatcher to receive delivery or pick up instructions. Load storage containers onto truck bed for delivery to storage facility. Use a truck mounted forklift to remove containers from vehicle, and position in the designated storage location. Maintain accurate location information in the system to aid in retrieval of the stored items.

Requirements:

Must possess a Class A Commercial Driver License (CDL) or higher, a clean driving record and be able to pass a criminal background investigation. Meet all Department of Transportation (DOT) and U-Haul physical examination requirements.

Work Status: Full-Time or Moonlighter/Part-Time

Hours Needed: (These hours may change based on business needs)

- Sun - 7am to 7pm
- Mon - 7am to 7pm
- Tue - 7am to 7pm
- Wed - 7am to 7pm
- Thu - 7am to 7pm
- Fri - 7am to 7pm
- Sat - 7am to 7pm

Apply online by clicking

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Facility Maintenance Technician

U-Haul Regional Marketing Offices
Uhc Chicago S & Sw Suburbs
11855 S Cicero Ave
ALSIP , IL

Description:

Maintain and repair U-HAUL® facilities including moving centers, storage centers and other U-Haul buildings.

Perform duties including plumbing, carpentry, masonry, electrical, and repair or maintenance of central heating and air conditioning systems.

Responsible for all routine roof and signage inspections.

Position requires a valid driver's license and maintain a good driving record to operate motor vehicles with both types of transmission (automatic or standard).

Work Status:

Full-Time

Hours Needed:

(These hours may change based on business needs)

Sun - NA
Mon - 8am to 5pm
Tue - 8am to 5pm
Wed - 8am to 5pm
Thu - 8am to 5pm
Fri - 8am to 5pm
Sat - NA

Apply online by clicking

http://jobs.uhaul.com/job_detail.aspx?aval_job_id=138000&mode=

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