



## **Admissions Registrar (Part-Time)**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

### **Description:**

The Admitting Registrar processes all patients that enter the Hospital for all services. This task consists of interviewing the patient and/or family member(s).

The Registrar will also obtain the patient's demographic and financial information and enter this information accurately into the Hospital's computer system.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Medical terminology and/or coding certificate

Type 45 wpm

Minimum of 2 years of admission registrar experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

Mail: Human Resources Department  
St. Bernard Hospital  
326 West 64th Street  
Chicago IL, 60621

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
email job leads to [workforce@lashawnford.com](mailto:workforce@lashawnford.com)  
please feel free to forward job leads to others



## **Cook**

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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### Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Dental Clinic Front Desk Coordinator

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

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### Description:

St. Bernard Hospital is in need of three full-time Front Desk Coordinators for our Pediatric, Special Needs and General Dentistry Clinic.

The Front Desk Coordinator schedules appointments; identifies scheduling conflicts; and re-works schedules when necessary.

The Front Desk Coordinator (Pediatric Clinic) is also responsible for greeting patients, vendors, hospital staff, and other visitors. S/he answers telephone and route incoming calls and places outgoing calls. .

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of two (2) years experience as a dental receptionist and appointment scheduling.

Knowledgeable of Microsoft software products.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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**Paralegal Job ID: 1677**

Closing Date: 09/03/2014

Administrative/Paralegal

Date Posted: 8/20/2014

Location: Central Administration - LAW DEPARTMENT

**CHARACTERISTICS OF THE CLASS:**

Under immediate supervision, performs responsible paraprofessional duties in the Law Department.

**EXAMPLES OF DUTIES:**

Prepares or assists in the preparation of legal documents such as briefs, pleadings, appeals, contracts, abstracts and depositions. Interviews witnesses.

Investigates facts and law of cases. Prepares responses to discovery requests, files pleadings with the court clerk and retrieves the necessary research and exhibits during hearings. Prepares affidavits of documents and maintains document files.

Delivers or directs the delivery of subpoenas to witnesses and parties of action. Appears in court and before administrative agencies to file documents.

Attends status hearings, answers status, court and trial calls. Performs related legal support duties as required.

**DESIRABLE MINIMUM QUALIFICATIONS**

**Training and Experience:**

Successful completion of a paralegal training program or an equivalent combination of training and experience.

**Knowledge, Skills and Abilities:**

Knowledge of legal proceedings and research techniques. Good research and analytical skills. Effective communication skills.

**SALARY:** \$45,500

Apply online at

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

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**Attendant Part-time Job ID: 1675**

Closing Date: 08/31/2014

Custodial/Attendant (H)

Date Posted: 8/18/2014

Location: Hamlin Park

Region: North

Up to 25 hours per week

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt  
Salary: \$13.61 per hour

Apply online at

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

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**Attendant Part-time (South Region) -YEAR ROUND Job ID: 1687**

Closing Date: 09/04/2014

Custodial/Attendant (H)

Date Posted: 8/21/2014

Location: Hayes Park

Region: South

THIS POSITION IS BUDGETED FOR UP 25 HOURS A WEEK.

Under general supervision, keeps clean and orderly restrooms and facilities reserved for visitors. Performs related duties as required.

**EXAMPLES OF DUTIES:**

Maintains clean and orderly restrooms and facilities reserved for visitors, recreational equipment and other supplies provided for the public. Makes simple reports of attendance and materials distributed. Operates, cleans and maintains heating equipment when so assigned. Removes all litter and trash on grounds immediately outside park buildings on a daily basis where situations exist which may endanger park patrons, for example, the presence of broken glass, slippery spills, etc. Cleans grounds as needed.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience:**

Previous experience in performing building maintenance or other related maintenance activities preferred. Desirable previous experience includes use of maintenance equipment and supplies such as cleaning agents, waxes and the operation of a floor buffing machine. Must be at least eighteen (18) years of age.

**Knowledge, Skills and Abilities:**

Basic knowledge of cleaning agents used in indoor sanitation and maintenance. Ability to operate maintenance equipment in a safe and efficient manner. Ability to perform manual labor. Ability to respond to routine inquiries from the public.

Union: SEIU- Local 73 Career Service EEO: Service-Maintenance FLSA: Non-Exempt  
Salary: \$13.61 per hour

Apply online at

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

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**Activities Instructor (DANCE) Hourly Job ID: 1686**

Closing Date: 09/04/2014

Recreation/Activities Instructor (H)

Date Posted: 8/21/2014

Location: Austin Town Hall

Region: Central

**DUTIES:** Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies.

Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competition. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant skill development.

Promotes sportsmanship and encourages creativity in participants. Communicates constructively with participants, parents, volunteers and the community. Enforces and promotes safety guidelines for specialized activity.

Resolve conflicts among participants. Issues and maintains an inventory of specialized equipment and supplies. Sets up special apparatus and equipment. Supervises unorganized plan and enforces Chicago Park District rules and regulations.

**MINIMUM QUALIFICATIONS:**

Associate of Arts degree or completions of two full years of course work at a accredited college or university which includes a minimum of twenty credit hours in one of more of the following areas, including Recreation, Leisure Studies, Physical Education or a related discipline and one year of closely related instructional, practical or sanctioned competitive experience in the specialty area or an equivalent combination of education and experience is required.

**SALARY:** \$ 16.81 per hour

Apply online at

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

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## Food Service Worker

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### Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day.

Pass, collect, and scrap food trays. Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High school diploma or GED

Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: [employment@stbh.org](mailto:employment@stbh.org)

Fax: (773) 962-0034

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## Security Officer

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### Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions.

Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required. (Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 1 year of pertinent experience. Hospital assignment background is a major plus. Excellent verbal, writing and interpersonal skills are essential. Good computer skills. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## Dental Assistant

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### Description:

St. Bernard Hospital has several opening for Dental Assistants in our Pediatric, and General Dentistry Clinic. The Dental Assistant is responsible for assisting dentist in the clinical treatment of patients; monitoring inventory for dental, medical, and other clinical supplies; helping in preparation of purchase orders for supplies; maintaining sterilization and disinfection protocol in clinic; maintaining patient records; maintaining recall system with Lead Dental Assistant. Assist office staff delivering their duties; maintain cordial relations among staff; and assist in workflow.

EOE

"A Tradition of Caring" since 1904.

### Requirements:

Graduate from an accredited dental assistant program.

Dental Assistant certification required.

Minimum of two (2) years of experience as a Dental Assistant.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **Patient Care Technician**

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### **Description:**

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding. Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

### **Requirements:**

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

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## Registered Nurse

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### Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population. Assists physicians during examinations and procedures.

Performs various patient tests and administers medications within the scope of practice of a registered nurse. Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills. We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

### EOE

"A Tradition of Caring" since 1904.

### Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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## **RN-Quality Management Coordinator**

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### **Description:**

The Quality Management Coordinator is responsible for monitoring and evaluation of hospital-wide quality improvement initiatives; process outcome quality assessment studies; conduct ongoing monitoring and collection of data; compile reports and present findings to medical staff, departments, and hospital committees; complete various statistical reports; and review clinical records and perform department/unit quality and safety surveys.

### **Requirements:**

Registered Nurse license in state of Illinois

Minimum of two (2) years of clinical or hospital experience as a Registered Nurse.

Knowledgeable in Meditech software program preferred.

Working knowledge of Microsoft office programs.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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**Job Title: Administrative Assistant I - Opt J2**

Agency: Financial & Professional Regulation  
Closing Date/Time: Wed. 09/03/14 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028 Bid ID#: DFPR 9427

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, performs administrative functions for the Medical Cannabis Pilot Program Section in accordance with the Medical Cannabis Pilot Program Act and the related rules and regulations; assists in the planning, directing and evaluating of section functions; provides coordinative assistance to management related to the Medical Cannabis Pilot Program Section. Travels to various sites to attend meetings and conferences. Provides technical support to management staff. Assists with special projects; researches problems and conducts various studies.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Prefers attention to detail, prompt responsiveness to inquiries and requests and a working knowledge of the Medical Cannabis Pilot Program, the policies and procedures of the Department and Division.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.  
Work Location: Illinois Department of Financial & Professional Regulation  
Professional Regulation/Medicinal Cannabis/Administration  
100 W. Randolph St – Thompson Center Chicago, IL - Cook County  
Agency Contact: A & R Shared Services Center  
101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702  
217-782-9993 217-782-9925 Fax

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 J2 - Financial/Profess Reg

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**Job Title: Assistant Chief Financial Officer**

Agency: Illinois Health Information Exchange

Closing Date/Time: Wed. 09/17/14 5:00 PM Central Time

Salary: \$70,000.00 - \$85,000.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: HIE 9703

THE SALARY RANGE FOR THIS POSITION IS \$70,000 TO \$85,000.

**Minimum Requirements:**

Bachelor's degree in accounting or finance required. Minimum five years experience in a fiscal or budgeting function. Professional certification such as Certified Public Accountant (CPA) or Certified Internal Auditor (CIA) is preferred, but not required. Requires strong financial modeling and ability to develop and propose alternative fee schedules.

Requires effective verbal and written communication skills. Strong presentation and public speaking skills are preferred. Experience in government accounting and auditing is preferred. Prefers experience with ROI calculations for health IT services or products. Prefers supervisory experience.

Work Hours & Location/Agency Contact: Work Hours: 8:30 A.M. – 5:00 P.M.

Work Location: IL Health Information Exchange Authority

100 W. Randolph St.- James R. Thompson Center Chicago, IL Cook County

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 5-110

Springfield, IL 62702

FAX: 217-782-9925 / Phone: 217-524-3954

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. This includes the State of Illinois Rutan interview process.

**How to Apply:**

This position is not covered by the CMS Examining and Counseling testing procedures. All interested applicants are to submit a CMS-100 application, college transcripts, and any other pertinent information directly to the Agency Contact above by the close of the posting period.

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**Job Title: Building/Grounds Laborer**

Agency: Military Affairs, Department of

Closing Date/Time: Fri. 09/05/14 11:59 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC042

Bid ID#: 15-008

**Minimum Requirements:**

REQUIREMENTS: Requires knowledge, skills and mental development equivalent to the completion of high school; elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, broom); elementary knowledge of grounds maintenance equipment (e.g. tractor lawn mower, string trimmer, shovel) use and maintenance; elementary knowledge of grounds/building maintenance and building cleaning methods; ability to understand and communicate in English and follow simple oral or written; ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc; ability to move heavy furniture and equipment; being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; ability to withstand extreme temperature changes to shovel snow and mow lawns. May requires possession of an appropriate valid driver's license.

**Work Hours & Location/Agency Contact:**

WORK HOURS: Monday - Friday, 8:00am-4:30pm

LOCATION: General Jones Armory, 5220 Cottage Grove, Chicago, IL 60651

CONTACT: Ruth Moenck, Human Resources Rep., Dept. of Military Affairs, 1301 N. MacArthur Blvd., Spfld., IL 62702. Phone: 217-761-3633, FAX: 217-761-3418, Email: [ruth.a.moenck.nfg@mail.mil](mailto:ruth.a.moenck.nfg@mail.mil)

**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: Law Clerk (Personal Services Contract)**

Agency: Human Rights Commission

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

Salary: \$12.00 / Hour

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: 54201 PSC

Description of Duties/Essential Functions Benefits Supplemental Questions  
This Personal Services Contract position within the Illinois Torture Inquiry and Relief Commission will review legal files and commercial databases for information to locate crime victims, obtain current addresses, and notify them of agency and court proceedings; gather and organize confidential materials in claimant files; respond to subpoena requests; ensure compliance with Auditor General file requirements; prepare files for further investigation, including possible drafting and service of subpoenas, subject to supervision by counsel. Assistance with legal memoranda, research and investigations may be requested, depending on the skill level of the successful applicant and needs of the Commission.

Minimum Requirements: Bachelor's degree, current enrollment in law school, prior office experience preferred; understanding of legal terms and processes.

**Work Hours & Location/Agency Contact:**

This is a Contractual Part-time position for the Fall Semester. Part-time hours between 8:30 am - 5:00 pm Monday - Friday. Approximately 15-30 hours/week depending on student schedule. Extension of contract for further semesters, depending on performance and funding is possible but not guaranteed.

Location: IL Torture Inquiry and Relief Commission  
100 W Randolph Street Suite 10-300 James R Thompson Center Chicago IL 60601

**How to Apply:**

This is a Contractual Position - interested applicants must submit a CMS-100 Employment Application, a cover letter and resume to the contact person listed below either by mail or email. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

Rob Olmstead  
IL Torture Inquiry and Relief Commission  
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[Robert.Olmstead@illinois.gov](mailto:Robert.Olmstead@illinois.gov)

4800 W. Chicago Avenue, Chicago, Illinois 60651  
773.378.5902 fax 773.378.5903  
sign up for daily job leads [www.lashawnford.com](http://www.lashawnford.com)  
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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: 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: Support Service Worker**

Agency: Human Services

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

Salary: \$2,761.00 - \$3,389.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 06

Plan/BU: RC009 Bid ID#: 10-72-84076-84081

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside. Operates equipment and materials required in daily function, responsible for the care and storage of equipment and materials. Responsible for maintaining a clean and aseptic condition at all times in the assigned area, kitchen bathing and toileting areas to insure that sanitation standards are met. Functions interchangeably with other house keeping personnel. The Support Service Worker is also responsible for reporting items needing repairs such as electrical equipment, plumbing, etc. on the assigned work area. Responsible for maintaining adequate housekeeping supplies on assigned area, notifies supervisor when re-ordering of supplies is needed. Performs other duties as required or assigned, within the scope of this classification.

Minimum Requirements: Requires knowledge, of cleaning supplies, toxic and non-toxic. Requires the ability to operate manual housekeeping machinery and equipment.

Work Hours & Location/Agency Contact: WORK HOURS: Mon to Fri 8:00 AM to 4:30 PM  
WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, Illinois 60466

AGENCY CONTACT: Alice M. Chambers / Human Resource Representative

114 N. Orchard Drive Park Forest, Illinois 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](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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