



Hotel Desk Clerk - Full-Time - Chicago, Illinois

Location: Chicago, Illinois

Posted By: Staff Recruiters

Salary/Wage: 10 Per Hour

Post date: Sunday September 14th

o Detailed Task List:

- Answer to phone call inquiries or in-person visits of guests regarding room reservations, payment procedures, services available, check-in and check-out time etc.
- To receive the hotel guests in a pleasant approach and check for the room reservations, prior bookings, registering information etc.
- Handing over the room key to the guest(s), call the Bellhop to carry accompanying luggage and necessary floor instructions.
- Make sure that the guest(s) feel at ease and acquire information on any special requests, food choice etc. - Inform the guest(s) on the hotel policies and any instruction related to safety matters. - Ensure to deposit any valuables of the visitors in the hotel vault or safe deposit. - Perform calculation/bookkeeping of daily reservation sums, extra room utilities bill, room service charges etc.
- Take requests from the boarders regarding laundry needs, room service, messages, additional services etc. - Manages the switchboard phone line to take messages to and for the guest(s). - Make sure to communicate with the laundry room, housekeeping, bellhops regarding new arrival, probable check-outs and give necessary instructions to help vacate a room and cleaning follow-up. - Arrange taxi services or other transportation for the guest(s), give directions of city centers and other advises on tourist spots or shopping attractions. - Assist the visitor(s) in lodging complaint reports, taking feedback etc. - Ensure the inventory of front desk office stationery, i.e. date-stamp, company letterheads, paper, pen etc.
- Other related tasks as assigned by the supervisor.

o Job Specifications:- High school diploma/GED or equivalent.

- Basic computer skills, particularly in database management.
- Well organized, smart and customer service oriented.

Interested candidates are requested to their application through the online job portal for our consideration. Drug and background check is mandatory.

Apply online at

<http://www.joboffersworld.com/apply/job.php?listing=ODg4NTc%3D&stat1=indeed>

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



Call Center Customer Service Rep Needed

Posted By: CSR Staffing

Posted Date: 2014-09-10 07:17:55

Location: Chicago, Illinois

Salary: \$38,500 Per Year

Our busy Eastside call center in Chicago is looking to add another CSR on days – 7:30 a.m. to 3:30 p.m., Mon. – Fri. If you have a minimum of one year CSR or call center experience, we want to hear from you today.

Objective

Customer Service Representatives answer phones and emails and respond to customer inquiries and orders, always maintain professionalism and top quality service.

Job Description/Duties

- Answer calls and respond to requests about products, services, billing, and other inquiries.
- Provide accurate and timely service and maintain statistical standards
- Answer email inquiries in the same manner.
- Maintain knowledge base of products and services and provide accurate information to customers.
- Use the call center database to research and complete transactions, including investigating of any billing concerns.
- Meet quality standards in daily service and in resolving customer concerns.
- Transfer calls to other areas, as needed and based on priorities.
- Accurately complete and maintain hardcopy and database records and other documentation.

The successful candidate must be: • A strong communicator • Active listener • Polite and professional via phone and email • Capable of calculating monetary amounts and quantities • Able to operate standard office equipment • A multitasker with strong attention to detail and accuracy • A flexible individual able to work well independently and as part of a team of professionals

Education and Qualifications

- High School diploma or equivalent
- One or more years experience in a CSR capacity
- High volume call center experience a plus
- Database and MS Office skills at the intermediate level

Benefits

We offer a supportive and pleasant work environment where strong performance is rewarded and every worker's contribution is counted. Good pay, excellent benefits, training and promotional opportunities.

Apply online at

http://www.topratedjobs.org/job.php?record=3836373035&utm_source=indeed

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Cashier Position Available - F/T - Chicago

Posted By: BH Personnel

Posted Date: 2014-09-10 07:04:24

Location: Chicago, Illinois

Salary: \$28,500 Per Year

Job Description/Duties

- Ensure customer service and satisfaction with each transaction
- Deliver efficient and effective checkout service
- Complete transactions with proper cash control and point of sale accuracy
- Responsibly handle money, credit transactions, and other funds processing
- Build customer rapport and provide friendly, welcoming, and confidence-inspiring service
- Assist customers by effectively and efficiently answering questions and resolving concerns
- Other duties as assigned

Skills and Specifications

- Friendly, professional, and respectful
- Able to work the cash register and computerized cashier system
- Focused, with an attention to detail and accuracy even in high pressure situations
- Good verbal communication skills
- Excellent team work skills and ability to work independently as well
- Comfortable with handling and being responsible for money

Education and Qualifications

- Past cashier experience preferred, with training on specific checkout system provided
- Customer service oriented, with a desire to work in the field for some time
- Capable of standing for long periods of time
- Able to meet other physical demands of the job, including lifting, pulling, pushing, and twisting while ringing up products or bagging purchases

Benefits

- Great starting wages with frequent increases, based on performance
- Full benefits, including health, dental, pharmacy, and flex spending account options, with full time assignment
- Training and career advancement opportunities available
- Good vacation and personal time allotments, accumulation based on hours worked

Cashier Position Available - F/T - Chicago

Apply online at

http://www.topratedjobs.org/job.php?record=3837333332&utm_source=indeed

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



Title: Office Assistant II

Job Code: MDW/BOFFA2/2008
Category: Office Assistant (I, II or III)
Location: Midway

Description:

Education Requirement(s): High School Diploma/GED
Language Requirement(s): Bilingual (English/Spanish) required

Job Summary

Using intermediate skills, performs some office complex office duties including those of a confidential nature. Works with diverse staff and service population. Excellent interpersonal and customer service skills.

Ability to multi-task, prioritize and flexible with changing needs of the business. Detail oriented.

Under the supervision of the Site Operations Manager, General Office Manager or unit supervisor. This is a part time position. Must Be able to read and write Spanish.

Qualifications

High school diploma or equivalent and two years office experience including automated systems. Intermediate computer, and work and time management skills.

Competence in grammar, math, spelling and oral and written communication.

Proficient with Microsoft Office Suite.

Effective interpersonal and problem solving skills. Ability to interact appropriately with clients and staff.

Ability to work effectively with diverse populations. Occasional travel to other Midway sites to provide coverage.

Apply online at <http://www.metrofamily.org/careers/job-details.aspx?jobID=849>

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



Job: Assistant, Administrative

Position Summary: This position is responsible for assisting the Property Manager with day-to-day operational and administrative tasks. This position reports to the Property Manager.

Essential Functions:

Responsible for maintaining resident files, including verifying each file contains a resident move-in inspection sheet and marketing documentation.

Responsible for answering telephones, handling requests as needed and referring others to the manager. Responsible for administrative tasks, including inputting information into the computer system, typing, photocopying, filing and opening mail. When necessary, substituting for the van driver. Assists in maintaining systems, policies, reports and manuals that are appropriate to the Senior Suites operations. Assists in preparing and maintaining reports, including but not limited to: marketing reports, financial reports or any reports relating to resident issues.

Talk with residents to learn of any problems, concerns or issues relating to resident services. Assists Property Manager with move-in orientations.

Responsible for assisting in the leasing of apartments according to established guidelines. This includes marketing and showing apartments. Assists in collecting, recording and depositing rent payments, credit check fees, etc. Responsible for entering transactions, charges and payments into the computer. Distributes resident statements, menus, memos and other items to residents. Assists in the operation of the automated food service program. Assists in scheduling and implementing resident activities. Prepares monthly activity calendar. Completes vending inventory every two months, and keeps machines filled. Attends all required training, in-service, and staff meetings. Strives to maintain a safe working environment through the prevention of accidents, the preservation of equipment, and the achievement of safe working practices. Maintains a positive and professional demeanor toward residents, visitors, families, and co-workers. Adheres to all policies and procedures of Senior Lifestyle Corporation. Performs other duties as assigned.

Qualifications/Skills/Educational Requirements:

High school diploma or G.E.D.; experience preferred.

PLEASE NOTE THAT THIS POSITION WORKS WEEKENDS

The hourly wage rate for this opportunity is \$10.00 per hour and is eligible to receive overtime compensation.

Apply online at <http://jobs.seniorlifestyle.com/assistant-administrative/job/4856932?source=ContactSources.IJB&SpecificSource=ContactSources.IJB.SpecificSources.Indeed>

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



Career Opportunities: Part Time Administrative Assistant (6041)

Req Id 6041 - Posted 09/15/2014 - Illinois - Chicago/Gary/Kenosha - Chicago Corporate Office

Waterton is currently seeking an Administrative Assistant. In this exciting role, you will provide administrative support to the Office Management team and reception at the corporate office.

Job Description:

Manage calendars, make travel arrangements, and prepare expense reports.
Coordinate, implement and/or attend, as directed, all conferences and meetings.
Manage related files, databases and policies.
Assist in coordinating, and implementing the expansion of the corporate headquarters, including but not limited to attending related meetings, note taking, vendor registration and follow up and scheduling.
Provide general office/reception support answer phones and handle incoming mail.
Provide general office and reception support.
Assist with event planning and complete special projects as assigned.
Assist in maintaining organizational cleanliness of office.

Job Requirements:

College degree is preferred
At least two years of administrative experience is preferred
Excellent customer service, organizational and time management skills
Strong verbal and written communication skills
Must be detail oriented and accurate
Proficient knowledge of Microsoft Outlook, Excel and Word. Knowledge of travel booking sites is preferred

Waterton Residential offers a business casual, entrepreneurial work environment with strong growth potential; a competitive compensation package; along with a complete benefits package including medical/dental/vision/life insurance; 401(k) with company match, education assistance and much more!

Waterton Residential participates in e-verify to verify the employment eligibility of all persons hired to work in the United States.
EOE-M/F/V/D

Apply online at

https://career4.successfactors.com/career?company=waterton&career_ns=job_listing&navBarLevel=JOB_SEARCH&career_job_req_id=6041&jobPipeline=Indeed

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



College Clerical Assistant II - Part Time (College to Careers) - OLI0000321

Primary Objective:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required. Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail. Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies. Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. Performs related duties as required.

Qualifications

Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience. Proficient in PC desktop and related software programs. Ability to operate a personal computer.

Ability to keyboard 45 words per minute. Ability to follow oral and written instructions. Skill in basic filing, record keeping and operation of a variety of office machines.

We are an equal opportunity and affirmative action employer.

Thank you for your interest in CCC!

Apply online at <https://cccconnect.taleo.net/careersection/2/jobdetail.ftl?job=56781>

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



MENTAL HEALTH COUNSELOR

Facility: Presence Saint Joseph Hospital - Chicago, Chicago, IL
Department: PSYCHIATRIC UNIT
Schedule: Part-time (benefits eligible)
Shift: PM shift
Hours: 3 - 1130pm
Req Number: 131425

Job Details:

PRESENCE SAINT JOSEPH HOSPITAL - CHICAGO
PART TIME - PM SHIFT (3pm - 11:30pm)
MENTAL HEALTH COUNSELOR
PSYCHIATRIC UNIT

The Mental Health Counselor is a member of the interdisciplinary team who assists total patient care through implementation of appropriate therapeutic approaches. Under the direction of the RN, you will provide care to patients with mental/behavioral illness, in accordance with the integrated treatment. You will often become the primary contact person for the patient in the milieu and provide individual/group counseling on a regular basis. You will carry out nursing and daily living tasks, e.g., vital signs, specimen collections, intake and output, weights, transporting patients, menu preparation.

Requirements:

EXPERIENCE: 1-3 years previous experience in an inpatient behavioral health setting required.

EDUCATION: Associates Degree required. Bachelor's degree in psychology/counseling, social work, other related area preferred.

LICENSURE/CERTIFICATIONS: CPR required. CPI preferred.

Presence Health is the largest health system based in Illinois, created in November 2011 through the merger of Provena Health and Resurrection Health Care. With over 150 locations, from physician offices and convenient outpatient centers to quality hospitals and senior living communities, we're in communities big and small. Visit presencehealth.org to learn more.

EOE of Minorities/Females/Vets/Disability

Apply online at

https://www.healthcaresource.com/presencehealth/index.cfm?fuseaction=search.jobDetails&template=dsp_job_details.cfm&cJobId=926702&source=Indeed.com

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



The Oak Park Regional Housing Center is a non-profit 501(c)(3) non-profit organization with a mission to achieve meaningful and lasting diversity. To fulfill this mission the Housing Center is interested in hiring a Homeownership Counselor to serve in its West Cook Homeownership Center.

Title: Homeownership Counselor

Reports to: Homeownership Director

Proposed Hiring Date: October 6, 2014

Salary: \$32,000 to \$35,000. The Housing Center offers excellent health and dental benefits.

Duties:

- Provide homeownership and financial literacy counseling to clients
- Provide fair housing information to clients, including rights, protected classes, and how to file a complaint
- Prepare clients for homeownership
- Assist in client follow-up activity
- Interact with lenders, real estate agents, and other housing professionals
- Assist with client intake when necessary
- Maintain accurate records and update information as necessary
- Other duties as assigned by Homeownership Director or Executive Director

Qualifications:

- 2 years of experience in housing counseling or equivalent experience
- Ability to handle multiple tasks and demands on time
- Knowledge of financial and lending industry practices and products
- Comfort with computers • Ability to communicate effectively
- Associates degree (or equivalent experience) REQUIRED, BA preferred
- Certification with NeighborWorks Pre-Purchase Trainings Preferable
- Commitment to diversity and integration.

Send Resume and Cover Letter to:

Oak Park Regional Housing Center

ATTN: Homeownership Director

1041 South Boulevard

Oak Park, IL 60302

Or Email: mtimms@westcookhomeownership.org AND rbreymaier@oprhc.org

Your cover letter should not be a generic cover letter. Your cover letter should reflect your understanding of the duties listed here. Your resume should demonstrate your qualifications based on those listed in this announcement.

Application deadline September 26, 2014

The Oak Park Regional Housing Center is an equal opportunity employer.

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



School Counselor/Case Manager(Job Number: 1400020U)

Description

Under the direction of the school principal the elementary school counselor provides support in the school environment with duties and responsibilities that include but are not limited to the following:

PRIMARY FUNCTIONS

- Formulating and instituting a comprehensive developmental school counseling program to assist students in developing realistic goals, positive self-images and an awareness of future academic, vocational and career opportunities.
- Implementing articulation and orientation activities to provide for the smooth transition of students from grade to grade and from school to school.
- Coordinating and organizing student assessment procedures, including but not limited to the citywide testing program, to provide information that can be used to improve the quality of the instructional program and provide insight and direction for the individual student in terms of educational and vocational decisions.
- Providing students with a career awareness and education program to help students realize vocational life is determined by a succession of choices beginning with school.
- Providing individual and group interventions to reveal student attitudes, feelings, interests, problems, available options and possible consequences to specific decisions to help students be successful in self-directed decision-making.
- Developing appropriate referral and resource services to assist students in utilizing both school and community resources to develop interests, skills, and opportunities.

MINIMUM QUALIFICATIONS

All Teachers and Counselors new to the district are required to successfully complete the CPS Teacher Quality Pool. Individuals not in the Pool will not be eligible for hire. Information on this requirement is available on the CPS Careers page.

Applicants must have been awarded from an accredited college or university a master's degree in guidance and counseling or a master's degree for completion of an approved program in guidance consisting of 48 semester hours of coursework. Applicants must also hold a valid Type 73 State of Illinois School Service Personnel Certificate with an Endorsement Guidance. (Note: Certificate(s) must show a current registration date.)

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=53400>

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



CASE MANAGEMENT

The Westside Health Authority is pleased to announce a job position for Case Management to serve Teens and Young Adults living in the Austin, East-West Garfield communities.

Number of positions available: 1

Job Type: Full-Time

Opening Date: 09/15/2014

Closing Date: 10/15/2014

Salary: \$35,000/yr

Location: 5437 W Division Street, Chicago IL 60651

Contact: Quiwana Bell at (telephone): 773-378-5034,
(email) qbell@healthauthority.org

Interested parties should contact the number listed above to arrange for an interview, resumes can be sent to fax number 773-786-2752 or emailed to qbell@healthauthority.org

Job Summary:

Under the direct supervision of the Director of Youth Programs, Case Manager performs administrative and technical work in planning, coordinating, and administering needs assessments for youth. Case Manager will develop and maintain effective relationships with clients/at-risk youth and will counsel participants in academic, vocational, employment and personal issues.

Case Manager works in collaboration with staff, partner agencies, sponsors, schools, juvenile courts and other youth service providers in the delivery of services. Case Manager provides individual support guidance, instruction, and mentorship to youth participants and their families. He/she will be responsible for intake and assessment of customers, referrals to applicable social service providers and tracking and recording participant progress.

Minimum Requirements:

1. Bachelor's degree in social work, human services, Sociology, Social Work or related field, or equivalent combination of education and work experience with youth.
2. Two years experience in providing education, employment and/or training services to at-risk youth or teens.
3. Two years experience in case management with at-risk youth, including counseling and coordination of services.
4. Ability to work both independently, with considerable self-direction, and as a contributing member of a team.
5. Ability to communicate effectively, both orally and in writing, with individuals from a wide range of professional and cultural backgrounds.

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



IN PERSON COUNSELOR

The Westside Health Authority is pleased to announce job positions for In Person-Counselors (IPCs) for the Austin, East-West Garfield and Lawndale communities. These positions will assist uninsured residents with insurance assistance, education, and enrollment into qualified health plans provided by the Illinois Health Insurance Marketplace.

Number of positions available: 1

Job Type: Full-Time

Opening Date: 09/15/2014

Closing Date: 10/15/2014

Salary: \$13/hr

Location: 4800 W Chicago Avenue, Chicago IL 60651

Contact: Percy Giles at (telephone): 773-682-6045, (email) pgiles@healthauthority.org

Interested parties should contact the number listed above to arrange for an interview, resumes can be sent to fax number 773-786-2752 or emailed to pgiles@healthauthority.org

Requirements:

IPCs will be required to complete federal and state training requirements, including continuing education training modules and webinars. All IPCs are required to pass a criminal background check that will be submitted to the Illinois Department of Insurance for approval.

Applicants should have previous outreach and or customer service experience or the capacity to successfully reach the Marketplace's target populations as a trusted advisor.

IPCs should have ties to communities on the west side of Chicago and mechanisms by which they can contact and engage community members in health insurance education and enrollment.

Knowledge about or experience with field work, outreach, and health issues is preferred.

This position also requires the ability to work non-traditional hours and travel on a regional basis to conduct site visits, meetings, and presentations.

Basic requirements include high school degree or GED, computer knowledge, valid driver's license.

Westside Health Authority is an Equal Opportunity Employer

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



COMMUNITY OUTREACH

The Westside Health Authority is pleased to announce a job position for Community Outreach to promote and market the Illinois Health Insurance Market Place for the Austin, East-West Garfield and Lawndale communities.

This position will assist in the education, promotion, and enrollment of uninsured residents with qualified health plans provided by the Illinois Health Insurance Marketplace.

Number of positions available: 1
Job Type: Full-Time
Opening Date: 09/15/2014
Closing Date: 10/15/2014
Salary: \$12/hr
Location: 4800 W Chicago Avenue, Chicago IL 60651

Contact: Percy Giles at (telephone): 773-682-6045, (email) pgiles@healthauthority.org
Interested parties should contact the number listed above to arrange for an interview, resumes can be sent to fax number 773-786-2752 or emailed to pgiles@healthauthority.org

Requirements:

Applicants should reside or have significant ties to targeted communities.

Further, applicants should have previous outreach experience or the capacity to successfully reach the Marketplace's target populations as a trusted representative.

This position also requires the ability to work non-traditional hours and travel on a regional basis to conduct site visits, meetings, and presentations.

Basic requirements include high school degree or GED, computer knowledge, valid driver's license.

Westside Health Authority is an Equal Opportunity Employer

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



Community Enrollment Counselor Req ID: 2359

Location: Chicago- City Wide

of Openings: 15

Shift: Varies FT/PT: Full time

Employment Type: Regular

Salary Schedule: BU 4

Qualifications: To perform this job successfully, an individual must be able to attend and successfully complete 30 hours of mandatory training on Health Insurance market Place and minimum 2 day training on expansion of Medicaid services in Illinois. An individual must be able to perform each essential duty satisfactorily. The State of Illinois requires all employees of this program to have a background check submitted to Illinois Department of Insurance. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or equivalent and minimum of seven years' experience in case work, human services or related field, or equivalent combination of education and experience. Bachelor's degree may be required if mandated by funder and/or regulatory agency. Knowledge of City of Chicago communities and outreach experience is necessary. A valid driver's license may be required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

The noise level in the work environment is usually moderate Heartland Alliance makes all hiring and employment decisions, and operates all programs, services, and functions without regard to race, receipt of an order of protection, creed, color, age, gender, gender identity, marital or parental status, religion, ancestry, national origin, amnesty, physical or mental disability, protected veterans status, genetic information, sexual orientation, immigrant status, political affiliation or belief, use of FMLA, VESSA, military, and family military rights, ex-offender status (depending on the offense and position to be filled), unfavorable military discharge, membership in an organization whose primary purpose is the protection of civil rights or improvement of living conditions and human relations, height, weight, or HIV infection, in accord with the organization's AIDS Policy Statement of September 1987.

Apply online at

<http://ch.tbe.taleo.net/CH12/ats/careers/requisition.jsp?org=HEARTLANDALLIANCE&ws=1&rid=2359&source=Indeed>

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Arson Investigator II

Agency: State Fire Marshal

Closing Date/Time: Thu. 09/25/14 5:00 PM Central Time

Salary: \$4,585.00 - \$6,710.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: 1

Plan/BU: RC029 Bid ID#: 50-50-SFM14-017

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, provides leadership and coordination of activities of an arson investigation team; assist in the review and modification of policies, rules, regulations and operating procedures for recommendations to the division director; serves as canine handler.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of college, with course work in fire science, chemistry, law and/or criminology. Requires three years of professional law enforcement investigative experience and/or professional fire investigative experience. Requires evidence of successful completion of an approved course of Arson Investigation and an approved Law Enforcement course for Arson Investigators, which includes firearms training. Requires re-certification annually in a refresher course for dogs and canine handlers.

PLEASE NOTE: APPLICANT MUST RESIDE IN DUPAGE COUNTY WITHIN 90 DAYS OF HIRE AND A PHYSICAL AGILITY TEST IS REQUIRED AS A CONDITION OF EMPLOYMENT.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30am to 5:00pm, Monday through Friday

WORK LOCATION: Office of the Illinois State Fire Marshal DuPage County Field Office

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



Job Title: Child Support Specialist Trainee

Agency: Healthcare & Family Services
Closing Date/Time: Mon. 09/29/14 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: CS3029

Minimum Requirements:

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

*If you are currently an Office Coordinator within the Division of Child Support Services, you must submit a copy of an Open Competitive "A" grade with your bid and CMS 100 application.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00
Location: Division of Child Support Services / Cook County - Southern Region
6221 S. Emerald Drive Chicago, IL 60621 (Cook County)
Agency Contact: Brenda Young 36 S. Wabash Avenue Chicago, IL 60603
Work #: (312) 793-9807
Fax #: +1 (312) 793-9808

How to Apply:

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

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



Job Title: Child Support Specialist I

Agency: Healthcare & Family Services

Closing Date/Time: Mon. 09/29/14 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: CS3043

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

Minimum Requirements:

Requires successful completion of the Child Support Specialist Trainee program.

Work Hours & Location/Agency Contact: Work Hours: 8:30 – 5:00

Location: Division of Child Support Services

Cook County Judicial Operations - Southern Region (54)

6221 South Emerald Drive Chicago, IL 60621 (Cook County)

Agency Contact: Brenda Young 36 S. Wabash Ave. Chicago, IL 60603

Work #: (312) 793-9807 Fax #: +1 (312) 793-9808

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).

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

sign up for daily job leads www.lashawnford.com

email job leads to workforce@lashawnford.com

please feel free to forward job leads to others



General Laborer, Warehouse-St. Charles, IL (Shift graveyard 10pm-6am)

Talent Area : Warehouse Operations

Location : St Charles, IL, USA

Requisition Number : HV040048

Full or Part Time : Regular Employee FT

Position Description

Responsible for general duties involving physical handling of product, materials, supplies and equipment.

- Maintain orderly and clean work area in compliance with Company safety and sanitation requirements.
- Operate industrial power equipment - Restock and replenish as appropriate. - Perform general maintenance.
- Ensure compliance with regulatory and company policies and procedures. - Fill in for other positions as needed.
- Perform general warehouse/production/cooler service duties. - Periodic bending, kneeling, lifting of 50+ pounds and climbing.
- High School Diploma Preferred.
- 0 - 1 year of general work experience.
- Prior warehouse/production/equipment service experience preferred.
- Ability to operate a manual / powered pallet jack or lift product.
- Demonstrated attention to detail. - Forklift certification is a plus.

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

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/general-laborer-warehouse-st-charles-il-shift-graveyard-10pm-6am-st-charles-illinois-job-1-4758489>

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



Maintenance Mechanic

Talent Area : Manufacturing/Production Operations

Location : Niles, IL, USA

Requisition Number : 00026058

Full or Part Time : Regular Employee FT

Position Description

- Responsible for troubleshooting and providing immediate preventative and corrective maintenance support to production lines and facilitating change-over.
- Troubleshoot equipment problems and perform immediate repairs and preventative maintenance on equipment.
- Overhaul and install new equipment.

- Rebuild and fabricate parts.
- Perform facility maintenance and maintain clean and safe work area.

- Generate parts request to ensure adequate inventory.
- Generate and complete work orders as assigned.
- Perform equipment change-overs and production line set ups.

- Refrigeration/HVAC Trade or Vocational certification preferred.
- 0-5 years of industrial maintenance experience required.

- 1+ years of mechanical/electrical experience preferred.
- Prior diagnostic/troubleshooting and preventative maintenance experience preferred.

- Previous experience within high-speed industrial environment.
- Demonstrated mechanical and technical aptitude.
- Basic computer skills.
- Ability to follow manufacturers specifications and schematics.
- Programmable Logic Control (PLC) knowledge preferred.
- May be required to supply hand tools.

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

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

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



Merchandiser Full Time -Cicero

Talent Area : Merchandising/Merchandiser

Location : Cicero, IL, USA

Requisition Number : HV03952

Full or Part Time : Regular Employee FT

Position Description

Join our team! Our Merchandisers work in local stores to keep Coca-Cola products fully stocked on the shelves.

This position is primarily responsible for maintaining product availability and merchandising products at all designated accounts.

This job description does not include all job duties associated with this position.

Preferred Qualifications

- 1 year experience working in replenishment or as Merchandiser.
- 1 year experience working in grocery, retail, consumer goods, warehousing, or related field.
- 1 year experience working in physically demanding fields such as construction, food service, landscaping, manufacturing, military, nursing, or related experience.
- 1 year experience working with manual or powered pallet jacks.
- Straddle stacker certification.
- Powered pallet jack certification.
- 1 year experience working under little or no supervision.
- 1 year of college coursework in business, marketing, communication, or related area.

*Major moving violations include, but are not limited to, leaving the scene of an accident, driving under the infl We are an Equal Opportunity Employer and do not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

Apply online at <http://www.enjoycareers.com/en/jobs/descriptions/merchandiser-full-time-cicero-cicero-illinois-job-1-4746331>

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