



**Job Title: Child Protection Specialist**

Agency: Children & Family Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1533046-335485

**Minimum Requirements:**

Preferably requires a master's degree in social work and two years of directly related professional experience; or requires a master's degree in a related human service field and two years of directly related professional experience; or requires a bachelor's degree in social work and four years of directly related professional experience; or requires a bachelor's degree in a related human service field and four years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties. Directly related professional experience includes casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services or a related field. The college or university issuing a degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education. The related human service degree refers to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services.

Work Hours & Location/Agency Contact: Work Hrs: Monday-Friday 8:30 AM to 5:00 PM

Location: DCFS Waukegan Office, 500 N. Green Bay Road, Waukegan, IL 60085

Supervisor: S. Blank

SUBMIT BIDS TO: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Blvd, Aurora, IL 60506

Phone: 630.801.3575 Fax: 630.801.3530

Email: [Lora.Busse-Fleck@illinois.gov](mailto:Lora.Busse-Fleck@illinois.gov)

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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: Executive I - Opt H7**

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

\$52,524.00 - \$78,972.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-93036

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with course work in public or business administration.

Requires one year responsible administrative experience in a public or business organization. Requires extensive knowledge of the principles and practices of public and business administration. Requires working knowledge of governmental accounting, program budgeting, personnel, statistics and procurement.

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

Southeast FCRC

8001 S Cottage Grove Ave

Chicago, IL 60619

**Agency Contact:**

Lisa Horsley

100 South Grand Ave East

Springfield, IL 62762

Fax: 217-524-2116

**How to Apply:**

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

Option H7 - Dept Human Services

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**Job Title: Executive II - Opt H7**

Agency: Human Services

Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Jackson County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-99-93108

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general direction, organizes, plans, develops, writes grant applications, monitors, supports, provides technical assistance, and completes program evaluations, quality assurance reviews, and compliance monitoring for statewide programs such as the Homeless Prevention Program and other Adult Services and Basic Support Programs within the division of Family and Community Services (DFCS).

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires two years of responsible administrative experience in a public or business organization.

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

Bureau of Community Support Services

1210 Hanson Street, Murphysboro, IL 62966

Please submit applications to: Kelly Kindred

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762

FAX: 217-524-2116

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

Option H7 - Dept Human Services

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**Job Title: Human Services Casework Manager**

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-91-93040

**Minimum Requirements:**

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

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Roseland FCS, 11203 S Ellis Ave., Chicago, IL 60628

Agency Contact: Lisa Horsley  
100 South Grand Ave East  
Springfield, IL 62762  
Fax: 217-524-2116

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov)

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: Maintenance Equipment Operator**

Agency: Human Services

Closing Date/Time: Mon. 09/28/15 5:00 PM Central Time

Salary: \$4,605.00 - \$6,140.00 monthly

\$55,260.00 - \$73,680.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: HR001

Bid ID#: 10-10-93192

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs a variety of semi-skilled manual tasks; operates automotive and maintenance equipment; makes deliveries and pickups of office and medical equipment, furniture, supplies, typewriters and other equipment in accordance with established procedures and written or verbal instructions.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires one year's experience in performing a variety of semi-skilled mechanical and manual tasks in the maintenance and operation of automotive or related maintenance equipment. Requires a valid commercial driver's license-class B. Requires the ability to lift over 50 lbs.

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

Business Services, 9511 Harrison, Des Plaines, IL 60016

Please submit applications to:

Kelly Kindred

Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor

Springfield, IL 62762

FAX: 217-524-2116

**How to Apply:**

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

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**Job Title: Office Assistant - Opt 2**

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$2,782.00 - \$3,781.00 monthly

\$33,384.00 - \$45,372.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 10-91-93025

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under general supervision, reviews complex material to be typed, processed and filed. Types a variety of routine forms, form letters, cards and records.

**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; working knowledge of office procedures, practices and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Lower North FCRC, 2650 W Fulton, Chicago, IL 60160

**Agency Contact:**

Lisa Horsley  
100 South Grand Ave East  
Springfield, IL 62762  
Fax: 217-524-2116

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov). This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

**Option 2 – Typing**

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**Job Title: Office Associate - Opt 2**

Agency: Public Health

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDPH 26-16-0005

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition grammar, spelling and punctuation. Requires elementary knowledge of agency programs, rules, and regulations. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 words per minute. Requires working knowledge of Microsoft Word and Excel, as well as other basic computer software. Prefers prior work experience with data bases. Prefers knowledge of long-term or nursing home care is desired. Requires ability to bend, lift approx 35-40lbs and stand while performing job duties.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00PM

Office of Policy, Planning, & Statistics

Division of Patient Safety and Quality, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl., Springfield, IL 62761

Phone: 217-785-2031

Fax: 217-785-2038

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

Option 2 – Typing

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**Job Title: Office Coordinator - Opt 2**

Agency: Human Services  
Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time  
Salary: \$3,027.00 - \$4,223.00 monthly  
\$36,324.00 - \$50,676.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-93031

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
South Suburban FCRC  
3301 Wireton Rd  
Blue Island, IL

Agency Contact: Lisa Horsley  
100 South Grand Ave East  
Springfield, IL 62762  
Fax: 217-524-2116

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov)

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

**Option 2 – Typing**

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**Job Title: Paralegal Assistant**

Agency: Children & Family Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 1524006

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision of the Office of the Guardian Legal Counsel, screens cases for adult guardianship; prescreens for opening estates; screens cases for research study participation; performs special projects and prepares statistical or other reports; obtains legal materials for staff attorney and law clerk; files court documents; travels in the performance of duties.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in such areas as pre-legal, English, statistics or directly related coursework; preferably requires a paralegal certificate; requires possession of a valid driver's license and ability to travel.

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

Hours: Monday - Friday 8:30 a.m. - 5:00 p.m.

Location: 17 N. State Street, 7th FL., Chicago, IL 60602

Contact: Dahra Parenteau

Office of the Guardian, 17 N. State Street, 7th FL., Chicago, IL 60602

E-mail: [dahra.parenteau@illinois.gov](mailto:dahra.parenteau@illinois.gov) (Preferred)

Phone: 312-793-1430; Fax: 312-793-3546

**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: Public Aid Eligibility Assistant**

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$2,935.00 - \$4,065.00 monthly

\$35,220.00 - \$48,780.00 annually

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 10-92-93045

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm  
Lake County, 2000 N Lewis Ave., Waukegan, IL 60087

**Agency Contact:**

Lisa Horsley  
100 South Grand Ave East  
Springfield, IL 62762  
Fax: 217-524-2116

**How to Apply:**

Bid Forms and Applications can be mailed to the address above, faxed to 217-524-2116, or scanned to [DHS.HiringUnit@illinois.gov](mailto:DHS.HiringUnit@illinois.gov)

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: Public Service Administrator - Opt 6C**

Agency: Public Health

Closing Date/Time: Thu. 10/01/15 5:00 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#: IDPH 26-16-0014

Minimum Requirements: Requires knowledge, skill, and mental development equivalent to completion of four years of college supplemented by a master's degree in epidemiology, demography, biostatistics, sociology, psychology, economics, public health or related social science research field from an accredited university. Requires three years of progressively responsible experience in applied epidemiology, biostatistics, or in population health, or a related research field. Requires ability to utilize statistical software such as SAS, SPSS, Epi Info, SQL. Requires ability to write reports/create manuscripts and give professional presentations. Requires experience and knowledge of building queries in SQL; requires experience in data linkage; requires experience in leading epidemiology projects and experience in presentation of data to professional as well as lay audiences. Requires knowledge of ICD-9 and ICD- 10 codes. Must have experience with epidemiologic practices that identify and study the social determinates of health. The ability to conduct surveillance/investigations to identify the magnitude of patient safety and quality problems and population health concerns, duration trends, location and populations at risk is desired.

Work Hours & Location/Agency Contact: Work Hours & Location: 8:30AM - 5:00PM

Office of Policy, Planning, & Statistics

Division of Patient Safety and Quality, 122 S. Michigan Ave., Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl, Springfield, IL 62761

Phone: 217-785-2031 Fax: 217-785-2038

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 6C - Health Statistics**

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**Job Title: Public Service Administrator - Permanency Supervisor**

Agency: Children & Family Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

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

Job Type: Full-Time

Location: Kane County, Illinois

Number of Vacancies: 1

Plan/BU: RC063

Bid ID#: 1533045-333990

Description of Duties/Essential Functions Benefits Supplemental Questions  
Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare protective services to children and families; directs the team within the existing framework of statutes and policies of the Agency; serves as liaison with other disciplines, agencies, and community resources; establishes performance goals and objectives and refers instances requiring potential disciplinary action to Area Administrator.

**Minimum Requirements:**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

Work Hours & Location/Agency Contact: Monday-Friday 8:30 AM to 5:00 PM

DCFS Aurora Field Office, 8 E. Galena Boulevard, Aurora, IL 60506

Supervisor: D. Durpetti

Contact: Lora Busse-Fleck

DCFS Aurora Regional Office, 8 E. Galena Boulevard, Aurora, Illinois 60506

Phone: 630.801.3575 Fax: 630.801.3530

Email: [Lora.Busse-Fleck@Illinois.gov](mailto:Lora.Busse-Fleck@Illinois.gov)

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](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 6 - Health & Human Services**

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**Job Title: Social Service Program Planner III**

Agency: Human Services

Closing Date/Time: Wed. 09/30/15 5:00 PM Central Time

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

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-40-93060

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification/auditing activities or substance abuse treatment delivery within DASA agencies. Requires knowledge of DHS/DASA programs. Requires one year experience delivering clinical services in Illinois licensed substance abuse treatment program. Requires one of the following professional credentials or certifications; clinical certification as a Certified Alcohol and Drug Counselor from the Illinois Alcoholism and Other Drug Abuse Professional Certification Association (IAODAPCA); or licensed professional counselor or licensed clinical professional counselor pursuant to the Professional Counselor and Clinical Professional Counselor Licensing Act (225 ILCS 107); or licensed as a psychologist pursuant to the Clinical Psychology Practice Act (225 ILCS 15); or licensed as a social worker or licensed clinical social worker pursuant to the clinical Social Work and Social Work Practice Act). Requires extensive travel. Requires ability to travel. Requires a valid driver's license.

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

DASA, Clinton Building, 401 S. Clinton Street, 2nd Floor, Chicago, IL 60607

Please submit applications to: Kelly Kindred / Bureau of Employee Services

100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116

**How to Apply:**

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

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**Job Title: Social Service Program Planner III**

Agency: Human Services

Closing Date/Time: Wed. 09/30/15 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly \$58,476.00 - \$88,704.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-40-93060

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification/auditing activities or substance abuse treatment delivery within DASA agencies. Requires knowledge of DHS/DASA programs. Requires one year experience delivering clinical services in Illinois licensed substance abuse treatment program. Requires one of the following professional credentials or certifications; clinical certification as a Certified Alcohol and Drug Counselor from the Illinois Alcoholism and Other Drug Abuse Professional Certification Association (IAODAPCA); or licensed professional counselor or licensed clinical professional counselor pursuant to the Professional Counselor and clinical Professional counselor Licensing Act (225 ILCS 107); or licensed as a psychologist pursuant to the Clinical Psychology Practice Act (225 ILCS 15); or licensed as a social worker or licensed clinical social worker pursuant to the clinical Social Work and Social Work Practice Act). Requires extensive travel. Requires ability to travel. Requires a valid driver's license.

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

DASA / Clinton Building, 401 S. Clinton Street, 2nd Floor, Chicago, IL 60607

Please submit applications to: Kelly Kindred Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor , Springfield, IL 62762

**How to Apply:**

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**Job Title: Support Service Worker**

Agency: Human Services

Closing Date/Time: Thu. 10/01/15 4:00 PM Central Time

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

Job Type: Full-Time

Location: Lake County, Illinois

Number of Vacancies: 1

Plan/BU: RC009

Bid ID#: 10-70-15-0051

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires ability to lift items weighing up to 100 lbs.

Requires ability to receive and follow oral and written instructions, as well as the items listed under essential functions above.

Ability to drive and operate a delivery truck and a lift gate truck (which requires a valid driver's license) and climb a 10 ft ladder preferred.

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

Monday - Friday, 7:00am - 3:30pm - may need to work some weekends as required based upon facility needs.

Contact: Human Resources  
Ann M. Kiley Center  
1401 W. Dugdale Road  
Waukegan, IL 60085  
FAX: 1-847-249-0722

**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: Technical Advisor III**

Agency: Children & Family Services

Closing Date/Time: Thu. 10/01/15 5:00 PM Central Time

Salary: \$5,770.00 - \$8,873.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010 Bid ID#: 1500004-002377

Minimum Requirements: Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires two years professional experience in the practice of law; preferably requires five years professional experience in the practice of law; requires possession of a valid driver's license and ability to travel; requires thorough knowledge of common law and of state and federal laws, particularly relating to administrative and regulatory functions; requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures; requires extensive knowledge in the field of law with which primarily concerned; requires ability to plan, lay out, and review work relating to complicated legal problems; requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees, and the general public; requires litigation skills; requires skill and ability in analyzing, appraising, and organizing facts, evidence, and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports, or decisions; requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.

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

WORK HOURS: Monday – Friday 8:30 A.M. to 5:00 P.M.

WORK LOCATION: 17 N State St. Chicago, IL

AGENCY CONTACT: Kara Bandelow

406 E. Monroe, Station 373, Springfield, Illinois 62701

[Kara.Bandelow@illinois.gov](mailto:Kara.Bandelow@illinois.gov) Phone: 217-557-1757 Fax: 217-524-3970

How to Apply: This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. 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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**CLERK / Registry-1505043629**

Job: Imaging and Radiology  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: PT2Y  
Shift Type: Flexible

Description:  
Front desk reception duties. Answer telephone courteously and professionally. Schedule appointments.

Qualifications:  
HS diploma or equivalent. Excellent customer service experience.

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ft>

**DIETARY ATTENDANT I / Part Time-1505039544**

Job: Maintenance, Food Service, Housekeeping and Security  
Primary Location: IL-Oak Park  
Hospital/Facility: West Suburban Medical Center  
Job Type: PT1  
Shift Type: Rotating

Description:  
Reporting to the Manager of Food and Nutrition Services and working under general supervision performs routine duties associated with the preparation, service and delivery of food for the hospital patients, employees and visitors.

**JOB SPECIFICATIONS:**

Basic skills in reading, writing and arithmetic. Thirty (30) to sixty (60) days of experience in order to learn proper procedures at all work stations. The interpersonal skills necessary to effectively communicate with patients and employees when delivering trays or serving food in the cafeteria. Ability to read and comprehend patient menus, recipes and task descriptions. The physical ability necessary for constant standing and walking and frequent lifting between twenty five (25) and fifty (50) pounds in weight.

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ft>

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## **ENV SERVICES AIDE I / Part Time PM's-1505044767**

### Description:

Reporting the Supervisor of Environmental Services and working under direct supervision and according to specific assignments performs a variety of routine housekeeping duties. Maintains the hospital in a clean, sanitary and attractive condition and/or makes beds in discharge units and completes necessary paperwork.

### JOB SPECIFICATIONS:

Up to two (2) weeks of on the job training and experience in order to learn the proper preparation of cleaning solutions, infection control techniques, proper cleaning procedures and the locations of various hospital areas.

A High School Diploma or it's equivalent is preferred.

The ability to communicate effectively both verbally and written in English.

The ability to complete written forms and reports as required.

Previous experience in a hospital environment desirable.

Job: Maintenance, Food Service, Housekeeping and Security

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: PT2N

Shift Type: Alternating Weekends

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ftl>

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## **PHARMACIST-Full Time-1505037904**

### Description:

Under general supervision, performs centralized and decentralized pharmacist duties: physician prescribed medications, I.V. admixtures, hyperalimentsations, irrigating solutions, etc., by following accepted physical and chemical procedures, and assumes responsibility for ensuring that drugs/pharmaceuticals are dispensed on a timely and accurate basis; functions as a pharmacy consultant to medical staff, nursing personnel and instructs patients in their individual drug therapy program.

Level of knowledge equivalent to a Bachelor of Science Degree in Pharmacy. Between one and two years of progressively more responsible pharmacy experience is required. Current licensure as a Registered Pharmacist by the State of Illinois.

The ability to interpret physicians orders, calculate dosage, and use reference texts in presenting pharmacology data to physicians, hospital staff and patients.

An aptitude for detail with the ability to work within an area that is very quality control/cross check conscious. The ability to communicate effectively with patients and medical personnel (on several different levels of understanding). General knowledge of computer functions.

### Qualifications:

Level of knowledge equivalent to a Bachelor of Science Degree in Pharmacy.

Between one and two years of progressively more responsible pharmacy experience is required. Current licensure as a Registered Pharmacist by the State of Illinois.

The ability to interpret physician's orders, calculate dosage, and use reference texts in presenting pharmacology data to physicians, hospital staff and patients. An aptitude for detail with the ability to work within an area that is very quality control/cross check conscious. The ability to communicate effectively with patients and medical personnel (on several different levels of understanding). General knowledge of computer functions. MWW

Job: Pharmacy

Primary Location: IL-Oak Park

Hospital/Facility: West Suburban Medical Center

Job Type: Full-time

Shift Type: 8 Hour Day / 40 Hour Week With Overtime

Apply online at <https://tenet.taleo.net/careersection/10100/jobdetail.ft>

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### **Firefighter Maywood, Illinois**

Village of Maywood c/o C.O.P.S. and F.I.R.E. Personnel Testing Service

Website: [www.copsandfiretesting.com](http://www.copsandfiretesting.com)

Starting Salary: \$41,905.00

Population: 27,000 Sworn Officers: 36

*The Board of Fire and Police Commissioners for the Village of Maywood is now accepting applications for the position of Firefighter.*

Applications will be online for purchase until 10/8/15 - 2:00 PM

The deadline for returning completed applications is: Thurs, October 8, 2015 by 4 PM

All applications must be returned to the office of:

C.O.P.S. and F.I.R.E. Personnel Testing Service

ATTN: Maywood FD, 200 W. Higgins Road, Suite 201, Schaumburg, IL 60195

You must meet the following minimum requirements:

Citizenship: Must be a U.S. Citizen

Driver's License: Must possess a valid Driver's License at the time of application with the ability to obtain an Illinois Driver's License upon time of hire. Age Requirement:

Applicants must have attained their 21st birthday by the last date for filing applications (10/08/15). Applicants must be under the age of 35 years on 10/24/15 (and when the final eligibility register is posted; anticipated in December) unless exempt by State Statute 65 IL 5/10 - 2. 1-6 which provides, in part, that the age limitation does not

apply to any person previously employed as a full-time firefighter in a regularly constituted fire department of any municipality or fire protection district located in Illinois or turned 35 while in the military and are under the age of 40 Education: Must have proof of High School Diploma, GED Certificate or High School Proficiency

Statement Residence: At this time there are no stated requirements for residency declared by the Village of Maywood CPAT - NOTE: All candidates must possess a valid Candidate Physical Ability Test (CPAT) Certification issued between the dates of 4/08/15 and 10/08/15 (MUST provide a copy of certification in their returned support packet material and bring certification on the day of test.) All individuals meeting eligibility requirements are encouraged to continue with the application process.

Additional information will be provided in the packet which can be downloaded at:

[www.jobsource.copsandfiretesting.com](http://www.jobsource.copsandfiretesting.com) There is a \$35.00 non-refundable application fee. Applications are NOT available at the Maywood Fire Department or Village Hall.

Applicants must attend the mandatory orientation and test date:

Mandatory Orientation and Written Examination: Saturday, October 24, 2015

Registration Starts at 8:30 AM Orientation - 9:00 AM

Written Examination immediately following the Orientation

Location: Emerson School, 311 Washington Boulevard, Maywood, IL

All applications are subject to the Rules and Regulations of the Board of Fire and Police Commissioners of the Village of Maywood, which is an Equal Opportunity Employer.

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