



Artcraft Instructor (Part Time) Job ID: 2285

Closing Date: 09/14/2015

Recreation/Artcraft Instructor (H)

Date Posted: 8/31/2015

Location: NORTH REGION - ATHLETIC FIELD PARK

Title: Artcraft Instructor (Hourly) Ceramics

Level: 3312

Up to 20 hours per week

CHARACTERISTICS OF THE CLASS: Under general supervision, responsible for developing, teaching and leading artcraft activities for the Park District, in one or more related areas of specialization including, but not limited to, sewing, ceramics, painting, illustrating and handicrafts. Performs related duties as required.

EXAMPLES OF DUTIES:

Plans and implements a course curriculum for the instruction of artcraft activities in one or more related areas of specialization. Provides instruction and supervision for Park District patrons involved in artcraft activities. Demonstrates proper techniques and skills for artcraft activities. Adapts programs to reflect differing levels of participant skill development. May solicit fabric and other material donations from local businesses and other organizations.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience: An Associate of Arts Degree or completion of two full years of course work at an accredited College or University which included a minimum of 20 credit hours in one or more of the following areas, including Art, Fashion Design, Home Economics or a related area of specialization, or graduation from High School or the equivalent GED and three full years of closely related instructional or practical experience in recreation, cultural or business environment, or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities:

Knowledge of a variety of artcraft skills and techniques including sewing, drawing, painting, ceramics and two and three dimensional design. Elementary knowledge of leisure and recreation theories and principles. Effective oral and written communication skills. Technical knowledge and skill in one or more areas of artcraft specialization.

Union: Local 46 Career Service EEO: Paraprofessional FLSA: Non-Exempt
Salary: \$17.45 per hour

Apply online at

<http://www.applitrack.com/chicagoparkdistrict/onlineapp/default.aspx?Category=Recreation&all=cat>

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File Clerk - Chicago

posted on Sep 02, 2015

The firm is currently recruiting for a File Clerk for our Chicago office.

This position will be responsible for working with both paper documents and electronic files, and do routine tasks like data entry, organization, cross-referencing, scanning, copying and retrieval.

Responsibilities

Add new material to file records, and create new records as necessary.
Maintain the document database.

Help other employees find documents and files they are looking for.
Help make sure that documents are stored and labeled correctly for later use.

Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements.

Find and retrieve information from files in response to requests from authorized users.
Other duties as assigned to fully meet the requirements of the position.

Experience & Qualifications

Minimum of 2+ years of legal file clerk experience in a mid- to large-size law firm.
College degree is a plus.

FileSite and LegalKey experience preferred.
Ability to work independently and as a member of a team.

Exceptional organizational skills, attention to detail, ability to prioritize.
Dentons offers a competitive salary and benefits package.

We are an Equal Opportunity Employer of Individuals with Disabilities and Protected Veterans. We are an Affirmative Action Employer Dentons adheres to the San Francisco Fair Chance Ordinance.

Apply online at <http://www.dentons.com/en/careers/careers-in-the-united-states/business-services-in-the-united-states/2015/september/file-clerk-chicago>

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Job Title: HR File Clerk

Full Time or Part Time

Description:

The HR Filing Clerk's primary duties included filing of all new hire paperwork and other HR documents submitted from the shops and Support Center. The HR Filing Clerk also provides assistance to all Potbelly shops with regards to their Bi-Weekly Payroll for all Associates and Musicians/Support Center Temps. Other general HR duties as assigned.

Responsibilities

Assist Payroll process high volume bi-weekly associate payroll in a multi state/multi unit environment. (Time spent but not limited to – All day Payroll Friday, Monday, Tuesday. Ensures all paper and electronic filing from shops and Support Center. Maintains organized filing system.

Provides stellar customer service to all individuals. (Ongoing)

Special projects as needed.

Supports all shop locations, by responding to numerous daily email and phone inquiries. (Time Spent – Available to the store all day).

Essential Physical Functions

Must have the ability/stamina to work a minimum of 25 to 40 hours a week.

Will frequently reach, feel, bend, stoop, carry, finely manipulate and key in data.

Must be able to engage in problem-solving skills to help identify and solve potential issues in the field.

Must be able to communicate heavily through telephone, e-mail and in-person communications.

Qualifications / Requirements:

Experience, Education and Behaviors

Must represent The Potbelly Advantage and Our Values.

High School degree required. College coursework preferred.

Knowledge of Ceridian and ADP, strongly preferred.

Excellent written and verbal communication.

Well organized and detail oriented.

Works well in a fast paced environment.

Knowledge of Microsoft Office, especially Excel and Word.

Must maintain a high level of confidentiality.

Apply online at

<https://www1.apply2jobs.com/Potbelly/HVExt/index.cfm?fuseaction=mHvexternal.showPositionDetails&PID=62&sid=15>

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2nd Shift File Clerk/Data Entry

Location: Chicago, IL

Salary: US\$ 10.50 - US\$ 14 per hour

Date Posted: Monday, August 31, 2015

Job Type: Temporary

Questions about this job?: 312-263-2649

Reference Number: S_355249

Description

If you are interested in this position please complete the survey below:

<https://interview.hargen.com/interviewnow/22765/1081>

Candidates MUST be able to pass an extensive Credit Check

2nd Shift (3pm - 11:30pm) - Pay = \$11.34 - \$13.50/hr

Location: Chicago Loop

Job Qualifications:

- At least 1 year of office experience - Strong attention to detail skills - Good ability to produce quality work in a high volume production environment required - Positive, helpful attitude with a high sensitivity to customer needs - Adhere to quality standards and packaging requirements - Team Player - High School Diploma or equivalent.

If you are qualified for this position, apply to this posting. ***Candidates MUST be able to pass an extensive criminal background check, credit check and drug test***

Working hours: 3pm-11:30pm

Skills: ***Candidates MUST be able to pass an extensive Credit Check***

Data Entry positions require 9500 KPH (testing required); Excellent attention to detail 1 year office experience; Comfortable meeting production goals; Able to lift a 30 box of documents ***Ability to follow directions is critical for this position/process. If you are interested in this position, please apply directly to the posting. Everyone that applies will receive a follow-up email within 1-2 business days. ***

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School Clerk I (School Office Services)(Job Number: P029963)

ESSENTIAL FUNCTIONS: Prepares and types a variety of original correspondence, memorandums, and reports using either a personal computer or typewriter, as directed by the school principal and/or the principal's designee; opens, sorts, and distributes incoming mail and school correspondence; serves as a receptionist and greets and directs visitors to appropriate staff; schedules appointments for school administrators; receives and places telephone calls for school personnel; responds to inquiries from students, parents and guardians and the general public concerning school operations and activities; maintains attendance records of students and staff; processes and prepares payrolls for school personnel, both manually and by operating computerized timekeeping and payroll equipment; maintains enrollment records and processes student transfers; maintains student history records; prepares and processes requisitions for the procurement of supplies, instructional materials, furniture, and equipment; maintains and monitors the school's petty cash and internal account ledgers; issues checks and prepares money for deposits; receives and compiles periodic reports involving payrolls, pupil attendance and enrollment, various funds and account ledgers; compiles and forwards student transcripts to appropriate parties; may take and transcribe dictation; may operate personal computers utilizing spreadsheet, database, or other software applications.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from high school (or G.E.D. equivalent) supplemented by one year of clerical work experience, and the ability to type 45 words per minute with fewer than 10 errors; or an equivalent combination of training and experience. **Knowledge, Abilities, and Skill.** General knowledge of modern clerical office methods, practices, and procedures; knowledge of common office machines and equipment. Ability to apply general clerical office methods, practices, and procedures; ability to follow oral and written instructions; ability to type proficiently; ability to communicate effectively and tactfully with school personnel, students, parents and guardians, and the general public; ability to operate personal computers utilizing word processing, spreadsheet, and database software is highly desirable.

Good oral and written communication skills, good skill in basic mathematics, good interpersonal skills, good recordkeeping skills.

Physical Requirements. Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Apply online at <https://cpsk12il.taleo.net/careersection/3/jobdetail.ftl?job=82092>

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Title: Accounts Payable Clerk

Location: Chicago, IL
Category: Accounting & Finance
Job Type: Direct Hire
Reference: US_EN_5_20714_48173933
Posted: September 02,2015
Salary: N/A

Our client is looking for an individual for a direct hire Accounts Payable Clerk job in Chicago, IL. You must have at least two years of accounts payable experience. The accounts payable clerk will need to be proficient in Yardi and have strong data entry skills.

Accounts Payable Clerk Job Responsibilities:

- Maintaining the filing system to ensure AP files are organized and complete
- Review invoices and checks processed to ensure proper matching of receiving documents
- Review and analyze AP aging and other AP reports
- Entry data into Yardi
- Process check requests and expense reports
- Research and resolve customer over/under payments
- Assist with month-end closing, including the preparation of journal entries and reconciliations

Requirements:

- Minimum of two years of accounts payable experience
- Proficient in Microsoft Excel and Yardi
- Must have the ability to maintain strict confidentiality
- Clear communication skills
- Associate's degree preferred

If you are interested in this direct hire Accounts Payable Clerk job in Chicago, IL or other accounting opportunities then click "apply" below and apply online at www.accountingprincipals.com.

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

Apply online at http://www.accountingprincipals.com/jobs/accounting-finance/us_en_5_20714_48173933/accounts-payable-clerk?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed

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Warehouse Associate/Temporary

The Bradford Group - Bensenville, IL

\$10 an hour

We are currently looking for Temporary Employees to fill a 90 day assignment.

Our Distribution Center located in Bensenville, IL is currently seeking Warehouse Associates. This position is responsible for assisting in support of all functions within the distribution environment to include shipping, receiving, and warehouse functions. Responsible for completing routine assignments by following set directions in performing specific departmental duties at a productive level. Works under immediate supervision and relies on instructions and pre-established guidelines to perform the job functions. 6:30 a.m. to 3:00 p.m. (Monday thru Friday) Pay is \$10.00/hour plus overtime. This position may have the opportunity to go permanent. Apply online at thebradfordgroup.com/careers/

Job Summary:

Returns

Performs in packing, material handling and transporting, inventory, returns and other various warehouse functions as needed or assigned.

Properly packs a variety of items into cartons, boxes and similar containers for shipments. Repack products pack, label and product verification.

Follows detailed instructions as to sizes and type of containers, use of packing details, and packing procedures. Shipping/Receiving

Load and unload containers of products and material in shipping and receiving areas.

Loadshipping lines and lable product.

Use material handling equipment to transport materials, supplies, and equipment between designated areas. Assists shipping/receiving in stocking product.

Delivers stock from warehouse to processing area as directed.

Other duties as needed.

High School diploma or equivalent

0-1 year of work experience in. Experience working on a production line is a plus

Good basic math skills. Good basic reading skills

Ability to follow detailed instructions

Work experience in a distribution/warehouse environment

Ability to operate power material handling equipment

Apply online at

<http://www.indeed.com/viewjob?jk=15cb03b49c2fa1e8&q=File+Clerk&l=Chicago%2C+IL&tk=19ud9un5gaf1gacc&from=reconserp>

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Job Title: Janitor - 1st Shift

Auto req ID 22773BR

Business Unit Behr

Chicago Heights, Illinois

ESSENTIAL FUNCTIONS:

1. Maintain clean plant and plant lunchroom floors by keeping them swept, moped and scrubbed when necessary.
2. Provide trash pick-up and removal in plant lunchroom, locker rooms, offices, and restrooms.
3. Maintain clean break areas.
4. Provide the removal of paint and debris from plant equipment and floors.
5. Maintain clean sinks, tables, mirrors, microwaves, refrigerators, and windows in the plant.
6. Maintain clean and sanitary restrooms by sweeping, mopping and disinfecting the entire area.
7. Maintain inventory of all cleaning supplies and equipment.
8. Maintain daily routine and schedule periodic cleaning/dusting.
9. Provide proper disposal of all waste (dried paint, paint containers, etc.).
10. Prepare compact paper, cardboard, and stretch wrap into bales for recycling.

EXPERIENCE/EDUCATION/TRAINING: High school diploma or GED equivalent and three months or less of similar or related work experience

KNOWLEDGE/SKILLS/ABILITIES RECOMMENDED FOR POSITION:

Possess knowledge of safety procedures and all applicable OSHA, DOT, and environmental rules and regulations

Ability to paint surfaces using a brush, roller, or spray equipment

Ability to prioritize and complete work assignments in a timely manner

Ability to communicate with others both orally and written

Ability to establish and maintain effective relationships with all levels of management

Provide initiative in volunteering readily and coordinating self-development activities

Visa Sponsorship No visa sponsorship is available for this position.

E-Verify Masco Coatings Group is an Affirmative Action and Equal Opportunity Employer
Masco Coatings Group is an E-Verify employer. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees in the United States. Please click on the following links for more information.

Apply online at

<https://sjobs.brassring.com/TGWEBHost/jobdetails.aspx?jobId=1115711&partnerid=25204&siteid=5282&codes=IPINDEED>

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TITLE Custodian \$10.00

JOB PURPOSE

The Custodian performs assigned custodial tasks as it relates to that particular job location. This includes general cleaning (restroom, offices, cafeteria, sales floor, others as assigned), buffing, scrubbing, and ability to perform basic tasks of vacuum, sweeping, mopping and use of equipment such as scrubbers, extractors, and buffers.

EDUCATION AND CERTIFICATIONS

Prefer a high school diploma or equivalent plus 1–2 years of experience in custodial, janitorial, or cleaning services.

FULL-TIME/PART-TIME Full-Time

POSITION REQUIREMENTS ADDITIONAL SKILLS: REQUIRED & PREFERRED

Required Skills:

- Basic knowledge of custodial duties and janitorial responsibilities
- Knowledge of cleaning equipment including vacuuming, sweeping, mopping, scrubbing and applying finishes on different flooring materials
- Knowledge of cleaning techniques and processes. Knowledge of the qualities and uses of various cleaning, sanitizing, stripping, and waxing compounds
- Experience in cleaning and sanitizing washrooms
- Able to demonstrate importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to appropriate Supervisor
- Ability to follow directions and work within guidelines
- Must be able to read, understand and follow units of measure on product labels.
- Satisfactory personal appearance and hygiene within company guidelines
- Demonstrated ability of maintaining janitorial equipment in a clean, safe and operable condition

Preferred Skills:

- Ability to maintain janitor closets in a clean, organized and safe manner and according to company guidelines and all regulations

SHIFT -not applicable

THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.

Apply online at

https://www.appone.com/maininforeq.asp?Ad=407372&R_ID=1116657&Refer=http://www.indeed.com/jobs&B_ID=91

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Restaurant Stocker/Polisher

Eataly Chicago

43 East Ohio Street, Chicago, IL, United States

Full Time

Hourly (Based on Experience)

This business is looking for talent in Chicago, IL

Expires: Oct 2, 2015

REQUIREMENTS

Min. Required Experience:

0-1 years

Required Skills

Ability To Lift 40+ Lbs, Customer service, Experience in a High Volume Environment

JOB DETAILS

Receive, store, and maintain front of the house restaurant supplies. Stock shelves, racks, tables and service stations with necessary supplies for service. Polish all glasses and silverware to be used in the dining room. Fold napkins and make extra place settings. May periodically take physical count of stock or check and mark stock.

Duties & Responsibilities:

- Stock shelves, racks, tables and service stations with new or transferred supplies.
- Receive, open, unpack and stock restaurant supplies.
- Polish all glasses and silverware to be used in the dining room.
- Restocks dining room with china, silverware, glassware, utensils, condiments and linen, and maintains adequate supplies in the work stations when dining room is open.
- Fold napkins and make extra place settings.
- Take inventory or examine merchandise to identify items to be reordered or replenished.

Minimum Qualifications:

-Previous stock clerk or related work desired. -High school diploma or equivalent preferred. -Must be physically able to exert up to 50 pounds of force occasionally; exert up to 20 pounds of force frequently; and exert up to 10 pounds of force constantly to move objects. -Must be able to use: Carts, Racks, Glassware, Flatware, Napkins, Polishing Cloth

Apply online at https://culinaryagents.com/jobs/13107-restaurant-stocker-polisher?widget_name=cat_custom&client_id=CA_DS_INDEED15

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Receiving Specialist @ Villa

POSITION SUMMARY: Maintains records of store merchandise in inventory and on order; researches and provides information to determine status of current orders. Compiles amount, type, and value of merchandise/stock on hand. Notifies Retail Store Manager of stock damage and/or missing items. Reviews purchase order forms for proper coding, quantities requested, and authorized approvals. May prepare purchase orders. Marks articles with identification codes. Contacts warehouse to reorder supplies. May operate a personal computer and appropriate software packages or its equivalent. Assists with other store functions.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Records receipt of merchandise from warehouse and compares to manifest details.
2. Compiles amount and type of merchandise in stock.
3. Notifies Retail Store Manager or designate of irregularities or discrepancies in inventories.
4. Identifies non-bar coded items. Requests or marks items with proper SKU#.
5. Provides manager with product sell-through data for at-once restocking decisions.
6. Properly records hours worked on the Retail Pro system.
7. Receives shipments with a primary focus on footwear.
8. Prepares the foot wear display according to standards and ensures that a prompt recovery process is in place.
9. Process mark-downs for footwear within required timeframe.
10. Assists with merchandising tasks such as folding and setting up displays.
11. May, from time to time, assist with sales.
12. Performs other duties as assigned by the Retail Store Manager and/or Operations Manager.
13. Maintains a positive, enthusiastic attitude toward job and company.

QUALIFICATIONS/SKILLS & KNOWLEDGE REQUIREMENTS

- High school diploma or equivalent is required. Individuals must have a solid job history and a demonstrated capability of handling responsibility.
- Employees must be able to effectively communicate with other employees, management, and customers.
- Must have good organizational skills with a sharp attention to details.
- Must have the ability to work a flexible work schedule.
- Work requires establishing priorities and meeting deadlines.
- Must have the ability to manage multiple projects and tasks simultaneously.
- Requires computer skills and ability to work with multiple software applications.
- Individuals must be able to stand for extended periods of time, stock shelves by climbing ladders or stairs, lift and move inventory up to 50 lbs., determine colors for merchandise stock and customer assistance.

Villa is an Equal Opportunity Employer

Apply online at <https://www.gatherdocs.com/listing/620>

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Warehouser - Chicago Loop - (15000CSZ)

Welcome to Sherwin-Williams

This position is responsible for supporting the sales efforts at a Sherwin-Williams commercial paint store, servicing wholesale customers. It will ensure that the store's stockroom is organized, and that orders are ready for delivery in a timely manner. This involves unloading and loading trucks, checking in merchandise, pulling product from the sales floor and stockroom, preparing orders, rotating stock, as well as operating tinting, mixing and color matching equipment and waiting on customers as necessary to support store sales. It may also assist in making deliveries if necessary.

BASIC QUALIFICATIONS: Must be at least 18 years of age. Must have a valid driver's license. Must be legally authorized to work in country of employment without sponsorship for employment visa status. Must be willing to work all scheduled hours and required overtime, which may include evenings and weekends, with or without reasonable accommodation. Must be able to retrieve material from shelves and floor stacks and lift and carry up to 50 lbs. Must be able to operate material handling equipment (e.g. hand truck, pallet jack, forklift, etc.). Must be able to tint paint, therefore, must be able to distinguish the difference between colors. Must be able to operate a computer and communicate via the telephone.

MINIMUM QUALIFICATIONS: High school diploma or comparable certification (e.g. GED).

PREFERRED QUALIFICATIONS:

Prior warehouse, customer service or retail experience is preferred. Customer service skills, including problem solving and handling customer complaints. Good written and verbal communication skills.

PRIMARY LOCATION: US IL Chicago Loop CBD 3062

WORK LOCATIONS: US IL Chicago Loop CBD 3062 920 S Jefferson Chicago 60607

TRAVEL: No

JOB POSTING: Sep 2, 2015

Employment Category: Regular - Fulltime

RESPOND BY: Sep 9, 2015

Apply online at

<https://sherwin.taleo.net/careersection/10/jobdetail.ftl?job=15000CSZ&source=Indeed.com>

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Job Title: Child Protection Specialist - Opt SS

Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: Kankakee Investigations 2015

Minimum Requirements:

Preferably requires a Master's Degree in Social Work and 2 years of directly related professional experience; or requires a Master's Degree in a related human services field and 2 years of directly related professional experience; or requires a Bachelor's Degree in Social Work and 4 years of directly related professional experience; or requires a Bachelor's Degree in a related human services field and 4 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. Must be able to speak and write Spanish at a colloquial skill level. 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: Mon-Fri 830a-5p
Vacancies are located at: 505 S. Schuyler Kankakee, IL 60901
Contact: LORA BUSSE-FLECK
NORTHERN REGION, 8 E. GALENA BOULEVARD, AURORA, ILLINOIS 60506
Phone: (630) 801-3575 Fax: (630) 801-3530
Email: 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 and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Option SS - Spanish Speaking

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Job Title: Human Services Caseworker

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,891.00 - \$5,797.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Bid ID#: I-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

Minimum Requirements:

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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

How to Apply:

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

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Job Title: Information Systems Analyst II - Opt J

Agency: Employment Security

Salary: \$6,217.00 - \$8,699.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC063 Bid ID#: RCRA 11439

Minimum Requirements: Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in Java development for large, web-based applications. Requires extensive knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires extensive knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements, including the use of structure, behavior, and interaction diagrams in the analysis and design of web-based systems. Requires ability to effectively participate in and profit from continuing education, both in a formal and in-service training setting. Requires ability to analyze data logically and exercise sound judgment in defining, evaluating, and solving difficult technical and operational problems where solutions may be of a precedent-establishing nature. Requires ability to gain and maintain effective working relationships with agency officials, associates, vendors, clients and others to coordinate the activities of work associates to achieve desired results. Requires developed oral and written communication skills to present technical information to others with clarity and precision, including large and small audience settings.

Special Skills: Requires education/experience as outlined above for the following: Java EE framework technologies, Struts Framework, Spring Framework, Spring Batch, Java EE systems development; WebSphere and WebSphere's Rational Toolset (ClearCase and ClearQuest); web based application development, especially creating Java server pages and data access objects (SQL); the iBatis framework; testing with JUnit.

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

Work location: 33 South State Street Chicago, Illinois

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

Option J - Java Application Developer

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Job Title: Mental Health Administrator I
Agency: Human Services
Closing Date/Time: Fri. 09/18/15 5:00 PM Central Time
Salary: \$3,174.00 - \$6,004.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 01
Plan/BU: RC062
Bid ID#: 10-72-92966

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

Work Hours & Location/Agency Contact:

WORK HOURS: 8:30 AM -5:00 PM Monday through Friday
WORK LOCATION: Elisabeth Ludeman Center
114 N. Orchard Drive, Park Forest, IL 60466

CONTACT: Alice M. Chambers

Human Resources Representative –Building #60
Ludeman Center, 114 N. Orchard Dr., Park Forest, IL 60466 (708) 283 3015

How to Apply:

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

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Job Title: Office Assistant - Opt 1

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$2,845.00 - \$3,519.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: E-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations; prepares checks for carfare for clients seeking employment; balances check book.

Minimum Requirements:

Requires working knowledge of alphanumeric sequencing; working knowledge of office procedures and practices; ability to operate commonly used office equipment.

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

Contact: Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 – General

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Forklift Operator

You must submit a resume to be considered for this position.

If you have previously submitted a profile to Dart, you must edit your profile and add an updated resume.

Job Title: Forklift Operator

Requisition Number: CHI5055

Shift: Midnights

City: Chicago

State: Illinois

Description and Requirements:

Specific Duties:

Operates forklift equipment including electric forklifts and electric pallet jacks.
Transports finished goods product from production to and from warehouse department.
Transports finished goods from warehouse inventory to shipping docks.
Load/Unload inbound and outbound trucks of finished goods and materials.
Keeps work area clean.

Follows company policies and procedures stated in company handbook and all BRC guidelines including safety rules.

Responsible for the general maintenance of the forklift, lift and battery logs and reporting mechanical problems promptly.

Stack product in a uniform and damage free condition, reporting all problems to the appropriate people in order to minimize "system" damage.

Will perform other duties as assigned.

Requirements and Qualifications:

Previous warehousing and forklift experience necessary minimum 1 year.

Good communication and basic math skills.

Must be able to obtain Forklift Certification within a specified period.

Good attendance is a condition of employment.

Dart Container is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.

Apply online at

<https://www.dart.dtx.apply2jobs.com/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=5055&CurrentPage=1&sid=115>

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Stocker/Steward

Holiday Inn Chicago Mart Plaza - Chicago, IL 60654 (Loop area)

SUMMARY: This position is responsible for transporting equipment, food, and product to the designated Food & Beverage locations and ensuring the cleanliness of all Food & Beverage locations.

DUTIES / QUALIFICATION REQUIREMENTS: To perform this job successfully, a staff member must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Attend new hire, department and company orientation prior to beginning work in the department. Continue attending Quality & Training classes for personal development. Help maintain a positive guest experience. Smile; be helpful and friendly while providing quick and accurate service. Report for duty on time and in a clean and proper uniform. Respond in a courteous manner to all guest questions or requests.

Understand how this job function enhances guest satisfaction and/or increases the level of guest service. Maintain a positive working relationship with other departments. Responsible to the adherence and enforcement of policies and procedures of the department, the hotel and Hostmark Management Group. Report any situations potentially hazardous to the safety of guests and employees to the Manager on Duty. Must possess good organizational skills
Must have ability to follow directions and effectively perform the work

Ability to work closely with others
Must be able to work in a fast paced environment; sense of urgency
Must have a pleasant personality and adhere to Uniform Standards policy
Perform all other related duties as assigned or required by the Outlets Manager or Manager on Duty.

Benefits

Working with a great group of people!

401K plan

Discounted hotel stays at both IHG and Hostmark brands

Apply online at <http://careers.hostmark.com/jobs/748284-stocker-steward?source=indeed>

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Job Title: Office Clerk - Opt 1

Agency: Human Services
Salary: \$2,694.00 - \$3,311.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Bid ID#: A-HCD Continuous

Description of Duties/Essential Functions Benefits Supplemental Questions
Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical experience.

Work Hours & Location/Agency Contact:

Work hours: 8:30 am – 5:00 pm

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

Current employees will need to complete and submit a bid form and copy of an online application or CMS100 Employment Application to the address listed above. Non State candidates apply below.

How to Apply:

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

Option 1 - General

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