



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



District Office
4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903

Oak Park Office
816 S Oak Park Ave,
Suite A
Oak Park, IL 60304
TEL: 708-445-FORD
(3673)

Springfield Office
239-E Stratton Office
Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502



Product Manager

Provide product vision, direction and expertise that drive the next generation new product and/or technology development activities from concept to release across the defined Routing and Driver Guidance product portfolio.

The Product Manager will own the day-to-day execution of the vision for new product development activities by delivering R&D software and tools to the Operations Teams to maximize user and customer value, and lead the customer adoption efforts for recently launched products. The Product Manager is expected to encompass both traditional product management and product marketing responsibilities.

Job Location(s)	Chicago, IL 60601
Type of Employment	Regular, Full-time
Shift	No shift selected
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	Associate's Degree
Required Work Experience	5 Years

To Apply:

https://here.taleo.net/careersection/01/jobdetail.ftl?job=1500031757&lang=en&media_id=41693&src=States_Compliance



Administrative Manager-Rush Health

The Manager of Administrative Support plays a key role in the success of Rush Health, an organization whose members include Rush University Medical Center, Rush Oak Park Hospital, Rush-Copley Medical Center, Riverside Medical Center and approximately 1100 physicians who are on the medical staff of its hospital members.

This person will manage all aspects of the day-to-day administrative needs, including providing administrative support to the departments, managing the team of administrative staff, organizing and staffing the Board of Directors and sub-committees of the Board meetings, and continually improving administrative support. This person will communicate effectively with Department leaders to ensure administrative needs are met. This person will have a presence at both Rush Health locations: Chicago and Oakbrook Terrace, IL. Rush Health is a dynamic and innovative team work environment. Exemplifies the Rush mission, vision and values and acts in accordance with Rush policies and procedures.

Job Location(s)	Chicago, IL 60612
Type of Employment	Regular, Full-time
Shift	Day
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	Associate's Degree
Required Work Experience	3 Years

To Apply:

https://rush.igreentree.com/CSS_External/CSSPage_JobDetail.ASP?T=20151218113954&



Secretary - Outpatient Mental Health

The Secretary for accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrates a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Job Location(s)	Chicago, IL 60631
Type of Employment	Regular, Full-time
Shift	No shift selected
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	N/A
Required Work Experience	1 Year

To Apply:

https://jobs.presencehealth.org/job/Chicago-Secretary-IL-60622/289056600/?feedId=147000&utm_source=localjobnetwork&utm_campaign=Presence_ChiDiv



Office Cleaner

Office cleaner clean office, sweep floors, mop floors, vacuum floors. Dust office, clean bath rooms and other areas as needed. Must have a valid Driver's License and vehicle. Duties: Clean office, sweep floors, mop floors, vacuum floors. Dust office, clean bath rooms **Credentials:** previous experience and or training in housekeeping or janitorial field

Salary Range	\$10.00 to \$10.00
Job Location(s)	CHICAGO, IL 60617
Type of Employment	Regular, Part-time
Shift	Evening
Other Shift Schedules	This job requires evening and night shift flexibility, office cleaning is done after the business closes.
Hours per Week	30
Overtime Available	Yes
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	
Required Work Experience	2 Years

Apply to: <https://illinoisjoblink.illinois.gov/ada/r/>



Cook - Food Services - Resurrection Medical Center

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work requires the ability to lift/carry objects routinely as follows: Heavy Lifting: Objects weighing 35-50 pounds lifted on a regular basis. Mechanical lifting devices (carts, dollies, pallet jacks, forklift trucks, etc.) or team lifts should be utilized. Work requires the ability to stand up to two or more hours at a time.

Created	December 16, 2015
Last Updated	December 16, 2015
Job Order ID Number	3408484
Job Location(s)	Chicago, IL 60631
Type of Employment	Regular, Part-time
Shift	No shift selected
Hours per Week	20
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	
Required Work Experience	1 Year

Apply To: <https://jobs.presencehealth.org/>



Chemical and Beverage Sales Service Technician-Chicago, IL

Coordinating and performing schedule installations and preventative maintenance and service according to Gordon Food Service (GFS) standards. Interprets maintenance manuals, schematics, and wiring diagrams, repairs equipment, and appropriate tools and training. Maintain quality maintenance schedule within the territory, logging all activities for quality assurance purposes.

High School Diploma or GED is required. Two years previous sales and equipment repair experience or an equivalent combination of education, training, and experience. Ability to conduct successful Sales opportunities. Demonstrates ability to manage multiple tasks in a professional and timely manner.

Type of Employment	Regular, Full-time
Shift	Day
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	
Required Work Experience	No experience

Apply To:

https://career4.successfactors.com/career?career_ns=job_listing&company=GFS&navBarLevel=JOB_SEARCH&rcm_site_locale=en_US&career_job_req_id=86741&selected_lang=en_US&jobAlertController_jobAlertId=&jobAlertController_jobAlertName=&_s.crb=NXuKqXku8GEhrhktpE3e6cr9ugw%3d



Creative Business Programming Manager

The Creative Business Programming Manager, reporting to the Deputy Director of Arts and Public Life, will be responsible researching and assisting in establishment of creative business programming opportunities related to arts and Arts and Public Life (APL).

The manager will be responsible for the acquisition of books, setting up the lecture series, workshops, and visits, with assistance from Arts Public Life Programming Managers, and provide support in all aspects of logistics for the preparation and carrying through of the events on site. Working with support from APL's Marketing Manager, the Manager will coordinate the creation of materials and website to promote the events planned.

Job Location(s)	Campus - Hyde Park, IL 60637
Type of Employment	Regular, Full-time
Shift	Day
Hours per Week	40
Overtime Available	No
Overtime Mandatory	No
Education Required	High School Diploma or Equivalent
Minimum Educational Functioning Level	N/A
Required Work Experience	1 Year

Apply To:

https://jobopportunities.uchicago.edu/applicants/jsp/shared/position/JobDetails_css.jsp



Chicago Animal Care and Control

Job Description the City of Chicago is seeking a dynamic and energetic leader to serve as Executive Director of the City's Animal Control Center. This position will require a customer – centric, enthusiastic and results - driven leader who will employ tactical and strategic leadership to direct the activities and ensure a comprehensive Animal Care and Control program throughout the City of Chicago.

In addition to managing the CACC facility, the Executive Director will coordinate with the activities of other animal control and regulatory agencies within the State of Illinois and other humane societies and enter into and execute sponsorship agreements with sponsors of events, programs and initiatives to maximize the potential of Animal Care and Control.

This position will focus on the core areas of administering and allocating the departments personnel and operations budget to ensure the efficient allocation of funds, establishing departmental policies and procedures, performing public relations regarding animal issues, administratively directing any spay/neuter and vaccine clinics established by the Commission and enforcing the provisions of the Municipal Code of Chicago Chapter 7-12 and Article XXII of Chapter 11-4.

The successful candidate will also be required to seek approval authority on many initiatives through City Council and its elected officials. The successful candidate will:

- Have a minimum of 10 years executive management experience preferably with a municipal Animal Care and Control facility or other animal related facility to include an understanding of facility operations, customer service, public finance, government contracting, rules and regulations.

Apply To:

Interested candidates should forward their resumes and cover letters to CACCDirector@cityofchicago.org by January 11, 2016.



Sign Hanger: Chicago Department of Transportation

Under supervision, performs manual work related to the assembly, installation, repair, and removal of a variety of signs used for traffic control and public safety, and performs related duties as required

Reviews work orders and gathers and loads supplies (i.e. signs, bolts, pipe, and banding wire materials) for sign installation jobs

Drives a van to work locations and sets up barricades and safety cones as needed to cordon off work areas and perform work in compliance with safety rules and regulations

Assembles signs and brackets and fastens signs to posts

Mounts and tightens steel bands to fasten signs to poles (i.e. street light poles)

Removes damaged, hazardous, and outdated signs

Operates a hand-held hydraulic pole/post driver to install sign bases in soil and places pipe with attached sign into base

Location: 3458 S. Lawndale

Hours: 7:00am to 3:30pm, days vary

New hires will be paid the following:

\$18.97/hour for the first 1040 hours worked (60% of full rate)

\$28.45/hour for the second 1040 hours worked (90% of full rate)

\$31.61/hour after 2080 hours worked (100% full rate)

Apply To: <https://chicago.taleo.net/careersection/100/jobdetail.ftl>



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:
James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)
Illinois Relay Center

(800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing

Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m. (Exception for Data Processing Administrative Specialist, Data Processing Specialist, Disability Claims Adjudicator Trainee, HR Asst., HR Assoc., Insurance Analyst II, Revenue Tax Spec. Tr., Social Services Career Trainee, Telecommunicate Trainee and Dictation exams; for these titles you must arrive and be ready to test before 12:30 p.m.)

***NOTE: A government-issued photo ID is required in order to enter the JRTC building.

GET MORE INFO: <http://work.illinois.gov/default.htm>



Job Title: Child Protection Specialist
Agency: Children & Family Services
Closing Date/Time: Mon. 12/28/15 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1547045-473748

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.

Apply To: <http://work.illinois.gov/default.htm>



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

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.

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

Work hours: 8:30 am – 5:00 pm

DHS, HCD, Family Community Resource Centers Statewide

For a list of local office addresses

[DHS, HCD, Family Community Resource Centers](#)

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**

Apply To: <http://work.illinois.gov/default.htm>



Job Title: Public Aid Eligibility Assistant
Agency: Human Services
Closing Date/Time: Tue. 12/29/15 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: Macon County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 10-94-94374

Under direct supervision, performs routine casework support functions by assisting persons applying for public assistance in the initial eligibility process.

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.

8:30 am - 5:00 pm, Macon LTC, 707 East Wood St., Decatur, IL 62523

Please submit applications to: Kelly Kindred, Bureau of Employee Services,
100 S. Grand Avenue East, 3rd Floor, Springfield, IL 62762, FAX: 217-524-2116 or
PHONE: 217-557-0347

Apply To: <http://work.illinois.gov/default.htm>



Job Title: Security Guard I
Agency: Central Management Services
Closing Date/Time: Wed. 12/30/15 5:00 PM Central Time
Salary: \$4,372.00 - \$5,829.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC019
Bid ID#: CMS 11544

Under direct supervision of the Facility Manager, ensures safety of employees and for IDOT facilities in the Central Region and other Central, Southern, Northern and Chicago regions as needed. Makes periodic inspections throughout facility and surrounding grounds; monitors and controls visitors, contract vendors and employees access to the building and grounds; monitors video cameras for suspect activities and immediately reports suspect activity. Inspects various parking areas around facility and reports discrepancies, breaches of security or hazardous unsafe conditions.

Work Hours: 11:00 P.M. – 7:00 A.M.-Days off Sunday and Monday

Work Location: Illinois Department of Central Management Services, Property Management/Facilities Management, 2300 Dirksen Parkway-IDOT, Springfield, IL Sangamon County

Agency Contact: A & R Shared Services Center, 101 West Jefferson St. WIB Mail Code 5-110 Springfield, IL 62702, 217-558-0987 or 217-782-9925 Fax

Apply To: <http://work.illinois.gov/default.htm>



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 12/31/15 4:00 PM Central Time
Salary: \$20.07 - \$28.24 hourly
\$3,492.00 - \$4,913.00 monthly
\$41,904.00 - \$58,956.00 annually
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: 2
Plan/BU: RC029
Bid ID#: 10-67-94298

Requires knowledge, skill and mental development equivalent to completion of high school. Requires a working knowledge of facility security requirements and regulations. Requires a working knowledge of physical restraint procedures, emergency response procedures and techniques including first aid, CPR, fire safety and control. Requires ability to climb stairs and physically restrain and control individuals. Requires ability to complete security training follow written procedures and instructions and to organize observed facts into activity and incident reports.

HOURS OF WORK:

94298 Full Time - 12:00 a.m. – 8:00 a.m. Tuesday – Saturday, Sunday and Monday off, other days/shifts as assigned or required

LOCATION: Wm. W. Fox Developmental Center, 134 W. Main Street, Dwight, IL 60420

Apply To: <http://work.illinois.gov/default.htm>



Job Title: Support Service Lead
Agency: Human Services
Closing Date/Time: Wed. 12/30/15 4:30 PM Central Time
Salary: \$2,840.00 - \$3,879.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-80-15-65/93940

Under general supervision, serves as a lead worker and completes various Support Service Worker duties. Directs lower level staff in dietary tasks. Serves as a relief position in the absence of the Support Service Coordinator.

Choate Mental Health and Developmental Center
1000 North Main Street
Anna, Illinois 62906

Location: Dietary Department

Hours & Days Out: 12:00 noon - 8:00 p.m., Friday & Saturday off

Contact person: Donna Patterson: 618/833-5161, Ext. 2486 or 2222

Apply To: <http://work.illinois.gov/default.htm>



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 12/23/15 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: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-94313

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type at a rate of 45 wpm. Requires knowledge and understanding of medical, technical, and legal terminology.

8:30am-5:00pm @ South Suburban FCRC, 3301 Wireton Road, Blue Island, IL 60406

Please submit CMS 100 applications and bid form to: Bureau of Employee Services: Lisa Horsley, 100 South Grand Ave East, 3rd floor, Springfield, IL 62762

217-557-0347 or FAX: 217-524-2116



10 Reasons to Consider Joining the Armed Forces

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.



1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, “There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well.” (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.



2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.



6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service

8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).