



Job Title: Consulting Psychologist

Agency: Children & Family Services

Closing Date/Time: Wed. 07/25/12 5:00 PM Central Time

Salary: \$58.92 / Hour

Job Type: Part-Time

Location: Cook County, Illinois

Number of Vacancies: 1 Bid ID#: DCFS-PSC007

Description of Duties/Essential Functions Benefits Supplemental Questions

This is a Personal Service Contract that provides consultation and clinical recommendations to DCFS investigative, intact and post-adoption and DCFS/POS placement caseworkers and supervisors regarding concerns surrounding assessments, treatment needs and placement decisions of youth in care and their family members. Consulting Psychologist performs any of the following duties as required or assigned: review Referral for Psychological Evaluation forms to determine appropriateness of psychological and neuropsychological evaluations and parenting capacity assessments; assist staff in use and interpretation of psychological and psychiatric reports; serve as Reviewers on/Consultants to Child and Youth Investment Teams (CAYIT); attend and provide psychological consultation to Quarterly Staffings for young children discharged from psychiatric hospitals; provide consultation and support to HealthWorks primary care physicians in the HealthWorks Consult for Kids program; refer to and monitor psychiatric services via Continuity of Care Clinics; participate in assigned staffings, meetings and trainings; and provide as needed on-site presence.

Minimum Requirements:

Requires a Ph.D., or Psy.D, hold a valid Illinois license as a Clinical Psychologist and malpractice insurance. Ten years clinical experience with children and adolescents. Three years of experience in consulting capacity preferred. Requires specific child welfare knowledge and understanding of the psychological effects of childhood trauma. Experience in staff training, group facilitation and working with diverse client populations required. Interpersonal and assessment skills and working autonomously also required.

Work Hours & Location/Agency Contact:

Work Location: 15115 S. Dixie Highway, Harvey, IL 60426

Contact: Frances Cunningham Phone: 312-814-4115

DCFS-Clinical Practice 100 W Randolph 6-200 Chicago IL 60601 Fax: 312-814-5986

How to Apply: Send Completed CMS100 Application to:

Frances Cunningham Phone: 312-814-4153 DCFS-Clinical Practice

100 W Randolph 6-200 Chicago IL 60601 Fax: 312-814-5986

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773.378.5902 fax 773.378.5903

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Job Title: Executive Secretary I - Opt 2 (Upward Mobility Target Title)

Agency: Transportation

Closing Date/Time: Tue. 07/31/12 4:30 PM Central Time

Salary: \$3,422.00 - \$4,414.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: IPR#36257

Description of Duties/Essential Functions Benefits Supplemental Questions

Under direction of the Bureau Chief of Land Acquisition, performs responsible secretarial and administrative duties functioning independently with the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau policies and programs. Performs a variety of complex clerical and technical functions.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to the completion of two years secretarial/business college and one year secretarial experience, or completion of high school and three years secretarial experience. Requires ability to type accurately at 55 wpm.

Work Hours & Location/Agency Contact:

Bureau of Land Acquisition

201 West Center Court, Schaumburg, IL 60196

8:00 am – 4:15 pm Monday/Friday/OFF Saturday-Sunday

How to Apply:

SUBMIT BID TO: Christine Mead, 201 West Center Court, 1st floor, Schaumburg, IL 60196, phone: (847) 705-4058

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Job Title: Human Services Caseworker

Agency: Human Services
Closing Date/Time: Continuous
Salary: \$4,059.00 - \$5,503.00 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: Intermittent Clerk - Opt 1

Agency: State Police

Salary: \$16.38 - \$19.83 hourly

Job Type: Intermittent

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014 Bid ID#: 21-43-ISP08-C003

Description of Duties/Essential Functions Benefits Supplemental Questions

On an intermittent basis not to exceed more than 1500 hours in a calendar year and under direct supervision, performs routine clerical functions, including the operations of office machines, requiring minimal skill. Incumbent(s) in this position will be assigned to any work unit responsible for performing one or more of the duties described. The percent of work time will depend upon the unit of assignment, therefore, an incumbent may spend up to 100% of his/her work time performing a duty listed as requiring on 25% of time. Reviews criminal history record information keyed by vendor for completeness and accuracy. Operates imaging equipment to archive criminal records, fee related submissions or other documents generated within the bureau. An incumbent of this position may be assigned to work day, evening, and midnight shifts and/or weekend hours depending on need. Shift hours vary.

Minimum Requirements: Requires knowledge, skill and mental development to the completion of high school. Requires elementary knowledge of office practices and procedures.

Work Hours & Location/Agency Contact: Varies - Indeterminate
Illinois State Police, Information and Technology Command
Bureau of Identification 260 North Chicago Street Joliet, IL Will County
Contact: Public Safety Shared Services Center
1301 Concordia Court Post Office Box 19293 Springfield, IL 62794-9293
Phone: 217/557-6015

How to Apply:

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

Option 1 – General

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Job Title: Intermittent Clerk - Opt 2

Agency: State Police

Salary: \$16.38 - \$19.83 hourly

Job Type: Intermittent

Location: Will County, Illinois

Number of Vacancies: 1 Plan/BU: RC014 Bid ID#: 21-43-ISP08-C004

Description of Duties/Essential Functions Benefits Supplemental Questions

On an intermittent basis not to exceed more than 1500 hours in a calendar year and under direct supervision, performs routine clerical functions, including the operations of office machines, requiring minimal skill. Incumbent(s) in this position will be assigned to any work unit responsible for performing one or more of the duties described. The percent of work time will depend upon the unit of assignment, therefore, an incumbent may spend up to 100% of his/her work time performing a duty listed as requiring on 25% of time. Performs routine and complex data entry functions related to the criminal history record identification program utilizing a variety of screen formats. Operates imaging equipment to archive criminal records, fee related submissions or other documents generated within the bureau.

An incumbent of this position may be assigned to work day, evening, and midnight shifts and/or weekend hours depending on need. Shift hours vary.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to the completion of high school. Requires elementary knowledge of office practices and procedures. Requires the ability to type accurately at the rate of 35 wpm.

Work Hours & Location/Agency Contact: Varies - Indeterminate

Illinois State Police, Information and Technology Command

Bureau of Identification 260 North Chicago Street Joliet, IL Will County

Contact: Public Safety Shared Services Center

1301 Concordia Court Post Office Box 19293 Springfield, IL 62794-9293

Phone: 217/557-6015

How to Apply:

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

Option 2 – Typing

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Job Title: Public Service Administrator - Opt 8L

Agency: Public Health

Closing Date/Time: Wed. 07/25/12 5:00 PM Central Time

Salary: \$6,158.00 - \$8,642.00 monthly

Job Type: Full-Time Location: Cook County, Illinois

Number of Vacancies: 1 Plan/BU: RC010 Bid ID#: IDPH 50183

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 prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization. Requires the possession of a license to practice law in Illinois; requires a minimum of one year legal experience in the practice of law; requires thorough knowledge of common laws: Federal and State laws, regulations pertaining to the agency programs; requires extensive knowledge of judicial and quasi judicial and administrative procedures and the rules at all judicial levels; requires extensive knowledge of legal methods, practices and procedures in the agency; requires working knowledge of principles of management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability to plan, layout, coordinate and review the work of a technical or legal program or units as required; requires ability to draft complex and technical legal documents; requires ability to develop and maintain effective professional and professional and public contacts and satisfactory working relationships with others; requires ability to analyze and appraise facts, evidence and precedents in developing pertinent issues and in applying fundamental principles to unusual, difficult and complex problems and to give full and complete, though brief, expression to such issues and facts, evidence and precedents pertaining to same. Litigation experience preferred.

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

Office of the Director Legal Services 122 S. Michigan Ave. Chicago, IL

Agency Contact: Office of Human Resources

535 W. Jefferson St. 4th fl Springfield, IL 62761 217-785-2031

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 8L - Law License Illinois

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Job Title: Technical Advisor Advanced Program Specialist

Agency: Revenue

Closing Date/Time: Tue. 07/24/12 5:00 PM Central Time

Salary: \$6,158.00 - \$8,642.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC010

Bid ID#: DOR 6027

Minimum Requirements:

Requires the possession of a license to practice law in Illinois; requires three years profession experience in the practice of law; requires thorough knowledge of common law and of the 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 working knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems. Requires ability and willingness to travel during performance of normal duties.

Work Hours & Location/Agency Contact: Work Hours: 8:00 A.M. – 4:30 P.M.

Work Location: Illinois Department of Revenue

Legal Services/Income Tax Litigation

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

Agency Contact: A & R Shared Services Center

101 West Jefferson St. WIB Mail Code 3-110 Springfield, IL 62702

217-558-0987 217-782-9925 Fax

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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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Youth Development Specialist

Job Description: Cook County is currently looking for a Youth Development Specialist to work in the JTDC Facility. Under the supervision of the Supervisor, Team Leader or Assistant Team Leader, the Youth Development Specialist provides for the safety, security, and well-being for residents, visitors, and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the JTDC vision, mission and goals of the residential and educational programs.

The Youth Development Specialist should meet the following requirements:

- A Bachelor's Degree from an accredited college or university in Counseling, Social Work, Criminal Justice, Psychology, or related Social Services field
- Previous experience in social services or juvenile direct care. Preference to those with previous experience working with delinquent or emotionally troubled youths and/or families, which may have been in an intern or volunteer capacity.
- Knowledge of and sensitivity to cultural diversity and of socioeconomic or psychological factors affecting youth behavior.
- Ability to recognize abnormal behaviors and adverse health conditions in juveniles and follow proper medical reporting procedures.
- Ability to effectively listen, understand, and communicate in English (verbally and in writing) at the appropriate level with juveniles, family members, staff, attorneys, investigators and court officers.
- Ability to prioritize competing demands and to be flexible, creative, proactive, and effective under pressure in a fast-paced environment.
- Must possess knowledge of group dynamics and the ability to establish trust and cooperation with juveniles while maintaining an appropriate level of professionalism, assertiveness, and leadership.
- Open availability to work any shift at a 24-hour facility (includes evenings, nights, weekends, and holidays).
- Highly accountable, reliable, and prompt, with a strong work ethic.
- Must be a resident of the State of Illinois within 90 days of date of hire.
- Must be a citizen of the United States.
- Must have reached 21 years of age or older at the time of application submission
- Must pass a pre-employment drug screen and criminal background check.
- Must obtain a result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry.
- Must also 1) meet additional minimum requirements for eligibility established by the Administrative Office of the Illinois Courts (AOIC), and 2) pass required and nationally recognized written examination(s) for direct care positions.

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?job_id=JOI0NW6RRM11XR1BJ2G&IPath=CJR

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Laundry Worker

Company: Cook County Juvenile Detention Center

Base Pay: \$28,795 /Year

Employee Type: Full-Time

Industry: Hospitality

Manages Others: No

Required Education: High School

Required Experience: At least 1 year(s)

Reference ID: 2161 - Laundry Worker

Location: Chicago, IL 60612

The Cook County Juvenile Temporary Detention Center (JTDC) provides safe and temporary housing for youth with pending legal action in the Cook County Courts. The JTDC is dedicated to providing its youth with leadership, structured care, and supervision through a balanced approach of creative programming and services that teach responsibility, accountability, and sensitivity. Each member of the JTDC staff is actively encouraged and supported in pursuit of creative participation, personal well-being, and professional development. Under the supervision of the Facility Support Services Director, the Laundry Worker is responsible for the general cleaning, drying, and distribution of various linens and clothing for the JTDC facility.

The Laundry Worker should meet the following requirements:

- High School Diploma or GED required
- 1 year previous experience in a laundry or custodial capacity and knowledge of cleaning methods; institutional, correctional, or governmental experience strongly preferred
- Highly accountable, reliable, prompt, with a strong work ethic and the ability to function independently in the laundry area
- Flexible and effective under pressure in a fast-paced environment
- Ability to: lift, push, pull, and otherwise move objects weighing up to 50 pounds; stand and/or walk for long periods of time; and exercise safety and care to avoid injuries or breakage
- Ability to work with cleaning compounds, solvents, and chemicals
- Ability to effectively understand, communicate, and follow instructions in English (verbally and written)
- Open daily availability for days, evenings, weekends, and holidays (shifts subject to change)
- 21 years of age or older at the time of application submission
- Pass a pre-employment drug screen and criminal background check
- A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry
- A result of negative from the Illinois Department of Children and Family Services (DCFS) Child Abuse Registry

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?job_id=JHV3P15X6J2H0J85NDZ&IPath=CJR

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Security Specialist

Job Description

Cook County is currently looking for a Security Specialist to work at the JTDC facility. The JTDC is the largest juvenile detention center in the nation, with an average daily population of 420 residents. Under the supervision of the Security Supervisor, the Security Specialist is responsible for all duties related to the safety and security of the persons and property of the JTDC.

The Security Specialist should meet the following requirements:

- Associates or Bachelors Degree in Criminal Justice, Law Enforcement, or any human service related field strongly preferred; High School Diploma or GED required
- Must have 2 years previous experience in a guard or security capacity; institutional, correctional, or governmental experience strongly preferred
- Must have or be able to obtain a Class C CDL (Commercial Drivers License) with a P (Passenger) Endorsement
- Ability to: lift, push, pull, and otherwise move objects weighing up to 50 pounds; physically restrain an individual(s) if necessary; and stand and/or walk for long periods of time
- Ability to effectively understand and communicate in English (verbally and in writing)
- Open availability for a rotating schedule covering days, evenings, weekends (shifts subject to change)
- General computer skills, including word processing and database creation and maintenance
- Highly accountable, reliable, prompt, able to assess a situation and call for additional assistance when necessary, and effective under adverse conditions and in emergency situations
- Must be 21 years of age or older at the time of application submission
- Must be a resident of the State of Illinois within 90 days of date of hire
- Pass a pre-employment medical screen and background check including but not limited to LEADS, CANTS, and professional references
- Selected candidates must also pass a required emergency communications written examination

Apply online at

http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?job_id=JON70Y6FGLKTCZ9MR1B&IPath=CJR

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Pricing and Signage Team Member

Company: Toys"R"Us

9200 W. North Ave.

Melrose Park, IL 60160

Schedule: Full-time, Part-time

Wages: To be discussed

Come join our winning team!

Toys"R"Us locations across the country are seeking full-time and part-time Pricing and Signage Team Member candidates who are passionate about excellence, achievement and results.

If you are hardworking and a committed "kid-at-heart" who enjoys working in the retail industry, then a position at Toys"R"Us may be the ideal career opportunity for you. Toys"R"Us, we call our employees "associates" because we consider everyone a part of the team dedicated to success. We are looking for associates who will continue our legacy as the authentic and ultimate toy destination.

Toys"R"Us offers attractive growth potential for candidates considering a career in the retail industry. We are dedicated to our associates, and we invest the time to develop their skills and knowledge. The skills you develop through Toys"R"Us learning programs will benefit you both personally and professionally. We are avid believers in succession planning and building our strong leaders from within our "R"Us organization.

Successful candidates will receive one of the most competitive benefit packages in the retail industry. Benefits will vary depending upon position and length of employment.

Here is what sets Toys"R"Us apart from other retailers:

- Optional Medical Dental Insurance (contributions are pre-tax)
- 401(k) Savings Plan (with company match)
- Associate Discount (on most merchandise at Toys"R"Us & Babies"R"Us)
- A FUN Work Environment (that inspires you to learn and advance)
- Comprehensive Training Programs (and much, much more!)

Our website is www.toysrus.com.

We are an equal opportunity employer, dedicated to promoting a culturally diverse workforce.

Additional Info: Minimum Age-16+ years old

Apply online at <http://new.snagajob.com/job-detail/7807982/>

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Hosts/Hostess

Company: Rock Bottom Restaurant & Brewery
28256 Diehl Rd.
Warrenville, IL 60555
Schedule: Full-time, Part-time
Wages: To Be Determined

Rock Bottom Brewery is currently interviewing hospitality professionals who will proudly represent the Rock Bottom brand with a positive, high-energy attitude and who will help the team provide an exceptional dining experience to our guests...Every Guest, Every Time!

Requirements:

- Strong work ethic and full commitment to guest satisfaction
- 100% commitment to teamwork approach
- Knowledge of Aloha preferred
- Knowledge of craft beer preferred
- ServSafe Alcohol & Food certification preferred

Rock Bottom built its foundation on a tradition of fresh, handcrafted beers, a diverse menu and a core value of honoring our people.

We credit our tenure and successful growth to the quality and character embodied in every single teammate. We're a family of 10,000 strong; we believe that it's our commitment to our people that fosters a workplace culture of personal growth, empowerment, teamwork and giving back to our communities.

We promise to provide an inspired work environment with exciting potential for career advancement.

Thank you for your time and interest in Rock Bottom Restaurants.

We look forward to hearing from you! - EOE -

Apply online at <http://new.snagajob.com/job-detail/8466207/>

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We have an exciting opportunity for a **Provider Network Specialist** to join our team in our Springfield or Chicago office. The ideal candidate will have experience with and knowledge of the Strategic Prevention Framework. This position will address the specific learning needs of SAPP providers with emphasis on those that deliver substance abuse prevention services.

We're fighting for a good cause... Want to help us?

We offer an exceptional benefit package to our full-time employees (80% and above):

- Vacation days (after 1 year of service and on corporate schedule)
- Sick days
- Paid holidays
- Medical, dental & vision (Agency pays for employee coverage)
- 401(k) plan (eligible after 90 days, vested after 1 year)

What's expected of you?

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Facilitates Prevention First training curricula via classroom, phone, internet, etc., to diverse populations in different community areas throughout the state; prepares for training; coordinate logistics; conducts follow-up with participants for feedback; delivers workshops and presentations at various conferences.
- Monitors consultant-led training programs for effectiveness and responsiveness to providers needs; attends training and conducts follow-up with participants and training consultants.
- Operates basic office equipment including a phone system, computer, fax machine, copier, and related machinery; utilizes various computer programs including word processing, spreadsheet, desktop publishing, and related programs including website maintenance software.

Qualifications: Bachelor's degree in Education, Social Work or related field with a minimum of three years experience in project management, budget development and implementation, coordinating technical services and performing related tasks; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Sound Interesting?

Please e-mail your cover letter, resume and salary requirement to heather.worth@prevention.org, or snail mail to 33 W. Grand Ave, Suite 300, Chicago, IL 60654. Deadline to apply is Monday, August 6, 2012. No phone calls please! EEO employer.

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Administrative Assistant

Job ID: 2012-4271 Center: Irving Park Housing

Positions: 1 Address: 4251 W Irving Park Rd

Posted Date: 7/17/2012 City: Chicago

Category: Residence State: IL

Type: Regular Part-Time Hours per Week: 20

Variable Schedule: days / evenings / weekends;

Job Summary:

Under the direct supervision of the Executive Director, the Administrative Assistant performs a high level of designated administrative duties using knowledge of organizational practices as they relate to the Executive's areas of responsibility.

Scope of Responsibilities:

- Coordinate any large scale mailings to program participants and/or members.
- Responsible for processing building/room rentals for the Center. This includes coordinating weekly room schedules.
- Track program comparative statics for Executive reports.
- Serve as coordinator for special events and celebrations for staff and board.
- Administer YMCA fee assistant program according to set guidelines.
- Oversee and be responsible for training in and working order of center equipment and machines, including fax, copy machines, postage machine, printers, etc.
- Provide support whenever necessary for center Executive.
- Maintain and order general office supplies when necessary.
- Prepare mailings and reports for Center Board Meetings.
- Prepare for and attend all Center Board Meetings. This will include setting up and recording of meeting minutes.
- Serve as liaison between volunteers and staff in the annual giving campaign.
- Responsible for the annual giving record keeping and correspondence with donors.
- Other duties as assigned.

Requirements:

Have a High School Diploma with 2 to 3 years prior experience. Bachelor's Degree preferred; have excellent verbal and written skills; ability to communicate to a diverse group of individuals.

Apply for this job: <https://careers-ymcachicago.icims.com/jobs/4271/administrative-assistant/job?&sn=Indeed&?mode=apply&iis=Indeed&iisn=Indeed>

We are proud to be an EEO/AA employer M/F/D/V. Employment is subject to a background check.

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College Receptionist II

Location: Malcolm X College

Employee Type: Part Time Staff

Department: Student Services

Union Status: Local 1708

Hours: 29 hours per week: Monday - Thursday: 9:00 a.m. - 3:30 p.m. & Friday: 9:00 a.m. - 2:30 p.m.

Salary: Minimum \$10 per hour

Posted: Tuesday, July 17, 2012 Closing Date: Monday, August 06, 2012

Duties

Under supervision, operates a multiple service telephone console, greets visitors and performs routine clerical duties in an office. Answers calls and makes the appropriate connections and requested extensions. Provides callers with information relative to college programs, seminars and registration or provides appropriate referrals; transfers calls to appropriate personnel and takes messages in their absence. Receives and directs visitors to appropriate college office, department or staff; assists visitors with general inquiries and requests for literature on college programs. Receives and sorts mail and interoffice correspondence. Trains new or temporary employees on the use of telephone console. Types a variety of routine letters and memoranda. Performs other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications

Graduation from high school or the equivalent, supplemented by one year of clerical or receptionist experience; or an equivalent combination of training and experience. Knowledge of proper telephone communications and courtesy; and office practices and procedures. Some knowledge of the operation of a multiple service telephone console. Ability to communicate with the public in a courteous and effective manner; to type a minimum of thirty words per minute; and to perform routine clerical tasks. Good customer relations and verbal communication skills. Skill in basic filing.

How to Apply

Preference given to current and former qualified Local 1708 employees.

For consideration, all interested candidates, including current CCC employees, must submit a resume, a legible copy of your college transcript(s), if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at time of interview.), and a cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, and type the position title that you are applying for in the Subject heading: HR Administrator mxjobs@ccc.edu or www.ccc.edu

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Lecturer – Vocational - Commercial Driver Training - CDL (2 Positions)

Location: Olive Harvey College

Employee Type: Part Time Staff

Department: Adult & Continuing Education

Union Status: Non-Union

Hours: Monday - Friday: 8:30 a.m. - 3:00 p.m./4:00 p.m. - 10:00 p.m. & Friday: 7:00 a.m. - 1:00 p.m.. May require some weekends

Salary: \$22 - \$25.50 per hour

Posted: Tuesday, July 17, 2012 Closing Date: Monday, July 30, 2012

Duties: Responsible for educational leadership and student instruction with subject matter expertise in the commercial truck driving industry. Conducts theoretical and applied initial, pre-CDL (commercial driver's license), and technical training for Class A and Class B commercial motor vehicles. Provides driving practice to prepare students to safely operate commercial motor vehicles. Provides training in policy and procedures in compliance with all local, state and federal laws, rules and regulations. Conducts classroom vehicle simulation training and hands-on training in the areas of Vehicle Inspection, Performs other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications: Completion of a high school diploma and a minimum of three years of commercial motor vehicle driving. Must have a valid Class A commercial driver's license and a good driving record (as evidenced by a court purpose Motor Vehicle Report. HazMat, Tanker and Passenger Endorsements preferred. Must be thoroughly knowledgeable in local, state and federal laws, rules and regulations as it relates to commercial motor vehicles. Must be able to provide instruction in classroom and skills training and have excellent communication and presentation skills. Must be able to adhere to all Illinois Secretary of State Instructor requirements. Subject to all State & Federal Commercial Driver Medical tests, including drug and alcohol testing requirements. Working knowledge of Microsoft Word and Excel. Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit a current resume, a legible copy of your college transcript(s), if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at time of interview.), and a cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, and type the position title that you are applying for in the Subject heading: HR Administrator ohjobs@ccc.edu or www.ccc.edu

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Lecturer – Vocational - Taxi Program (6 Positions)

Location: Olive Harvey College

Employee Type: Part Time Staff

Department: College to Careers

Union Status: Non-Union

Hours: Monday - Friday: 9:00 a.m. - 4:30 p.m.

Salary: \$25.72 - \$33.45 per hour

Posted: Tuesday, July 17, 2012 Closing Date: Monday, July 30, 2012

Duties

Responsible for educational leadership and student instruction with subject matter expertise in the taxi industry. Teach professional development classes for taxi drivers, which cover customer service and diversity within the taxi industry. Teach students how to assist the physically challenged and the latest rules of conduct. Teach the Geography class which covers the various points of interest, hotels, hospitals, routes and the grid of Chicago. Responsible for teaching the rules and regulations for the taxi industry according to the Municipal Code of Chicago. Communicate effectively with students during class and assigned office hours. Participate in course and curriculum design, ensuring that curriculum is current. Prepare a syllabus for each class. Perform other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications: Completion of a Bachelor's degree or five years or more years of experience as a Professional Taxi/Limo driver, or five years of management experience in another professional transportation environment. Two years of experience in training students to learn a skill preferred. Ability to speak English well and have excellent communication and presentation skills. Must be customer service oriented and have a thorough understanding of the laws, rules and regulations that govern public passenger transportation. Good working knowledge of Microsoft Word and Excel. Knowledge of Blackboard Learning Management System preferred. Must be able to work well within a culturally diverse environment with the ability to handle all situations with tact and diplomacy.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit a current resume, a legible copy of your college transcript(s), if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at time of interview.), and a cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, and type the position title that you are applying for in the Subject heading: HR Administrator ohjobs@ccc.edu or www.ccc.edu

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Registrar

Location: Kennedy King College
Employee Type: Full Time Staff
Department: Office of Registrar
Union Status: Non-Bargained For
Hours: 40 hours per week
Salary: \$66,600 - \$78,300
Posted: Wednesday, July 11, 2012
Closing Date: Tuesday, July 24, 2012

Duties

The effective and proper administration of the development, implementation and improvement of an effective admissions and records program. Prepares and directs the registration procedure to meet the needs of the students and the standards of local, state and federal agencies. Develops and manages the College record keeping process. Develops and implements the College admission function. Serves as a liaison between the College and high schools. Serves as liaison to Computer Support Services to maintain and improve communication in matters relating to information processing needs. Coordinates the preparation and editing of the College catalog with all departments. Supervises the evaluation of student records to determine degree eligibility. Assists in planning and conducting commencement exercises. Performs other duties as assigned.

All CCC employees are required to adhere to CCC Customer Service Excellence standards.

Qualifications

M.A. degree in related field plus 3-4 years experience in a college setting. Excellent organizational and administrative skills. Proven experience in managing and directing a diversified work staff. Ability to communicate effectively in both verbal and written forms; and work well with employees at all levels of the organization as well as students and other customers. Must be able to effectively represent the College and District at various meetings; and self-directed and innovative, able to assess current operations and integrate new technology into the work process.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit a resume, a legible copy of your college transcript(s), if a degree is required (Unofficial transcripts initially accepted, official transcripts must be provided at time of interview.), and a cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, and type the position title that you are applying for in the Subject heading: HR Administrator kkjobs@ccc.edu or www.ccc.edu

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Student Ambassador (7 Part Time Positions)

Location: Harry S Truman College

Employee Type: Student Employment

Department: Student Ambassador

Union Status: Non-Union

Hours: Up to 15 hours per week

Salary: Minimum \$8.25 per hour

Posted: Wednesday, July 11, 2012 Closing Date: Tuesday, July 24, 2012

Eligibility

You have to be actively attending one of the City Colleges of Chicago (CCC) and be enrolled in a minimum of 6 semester hours-pre-credit or credit classes. Also, you must be pursuing an approved educational credential, degree or certificate.

A minimum 2.0 GPA is required, unless a grant or program specifies differently. If you are a first semester student we'll initially waive the required 2.0 GPA and get back to you once you receive your 1st semester overall GPA. We trust that you are in good standing and have no CCC academic restrictions because if you do, then you need to wait until you're in good standing to apply.

These positions are employment at will. If you are a current CCC full or part-time employee, you should visit our website to view other opportunities, as this vacancy is strictly for students with the above mentioned qualities. You must be 16 years or older, have a work permit consent, and be eligible to work in the United States.

Minimum Qualifications:

High School Diploma required or actively pursuing a GED at the City Colleges of Chicago. Knowledge of City Colleges of Chicago. Excellent verbal communication skills, and customer service skills. Commits to satisfying internal and external customers. Promotes a positive role model and favorable public image as City Colleges of Chicago representative. Good interpersonal skills with a positive attitude and demonstrably self-motivated. Prior experience in public relations is helpful, but not required.

How to Apply

To be considered you must submit your current resume and cover letter in MS Word or PDF format. Submit by electronic mail only to the below email address, and type the position title that you are applying for in the Subject heading: HR Administrator trjobs@ccc.edu or www.ccc.edu

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Sales Lead

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Sales Lead You get it. It is all about the in-store customer experience. Leading the team, you will be expected to drive sales to maximize profits following division standards. Your performance will be measured by your ability to achieve personal and productivity goals. You will resume leadership and managerial responsibilities when the Store Manager and Assistance Manager are absent.

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Chaplain

Category: Professionals

Facility: West Suburban Medical Center

Department: Spiritual Services

Schedule: Registry

Shift: 12 Hr. Shifts

Hours: nights

Job Details:

Engage in the spiritual care of patients, families and staff, including the oversight of spiritual services for assigned clinical units. Provide professional consultation and assessment of patient care needs, respecting cultural and religious differences. Maintain the interdisciplinary functions of the Spiritual Services Department. Support families/friends of the patients and encourage facility staff to provide quality care. Acknowledge the importance of commitment to patients well-being in the performance of duties. Previous experience in a hospital or health care setting is desirable. Emotional maturity with an ability to cope with crisis situations and respond appropriately is necessary. Good interpersonal and communication skills are required. Bachelor Degree and working towards a Master Degree in divinity / theology / pastoral studies / or related field with one or more years of graduate level studies in spiritual care, theology, communication or related field is required.

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