

State Representative La Shawn K. Ford www.lashawnford.com	Chicago Office 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	Oak Park Office 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	Springfield Office 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
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STATE REP. LA SHAWN K. FORD'S WORKFORCE DEVELOPMENT

Workforce Development Issue # 203

Job Title: Office Associate - Opt 2 (Option 2 – Typing)

Agency: Corrections

Closing Date/Time: Mon. 03/01/10 4:00 PM Central Time

Salary: \$2,801.00 - \$3,783.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: IDOC29-82-10-0391

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience.

Requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling and punctuation.

Requires ability to type accurately at 45 wpm.

POSITION NUMBER 30015-29-82-240-10-01

Work Hours & Location/Agency Contact:

WORK HOURS: 8am - 4pm Monday through Friday, Days Off Saturday and Sunday

LOCATION/AGENCY: IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

CONTACT: Diana Wysocki, Human Resources Representative, Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434 (815)727-3607 extension 6693

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: Juvenile Justice Specialist Intern - Upward Mobility

Agency: Juvenile Justice

Salary: \$3,849.00 - \$5,145.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC006

Bid ID#: DJJ27-09 Continuous

Minimum Requirements:

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science.

Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program.

Candidates may be required to successfully pass a physical agility test and/or successfully pass an agency approved screening process administered by the Department of Juvenile Justice, prior to being considered.

Work Hours & Location/Agency Contact:

WORK HRS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

For a list of statewide facilities and addresses, visit our website at www.IDJJ.state.il.us

NON-STATE APPLICANTS CAN APPLY BY COMPLETING & SUBMITTING THE ATTACHED AGENCY-SPECIFIC APPLICATION TO:

Jeff Hooker, Acting Chief Training & Staff Development

Illinois Department of Juvenile Justice

707 N. 15th Street Springfield, IL 62702

(217) 557-1030, Ext. 3004

email: jeff.hooker@doc.illinois.gov

How to Apply:

Non-State Applicants should complete an agency specific application form for Juvenile Justice Specialist Intern and submit to: Jeff Hooker, Acting Chief of Training & Staff Development, Illinois Department of Juvenile Justice, 707 N. 15th Street, Springfield, IL. 62702.

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Job Title: Rehabilitation Services Advisor I

Agency: Human Services

Closing Date/Time: Thu. 03/04/10 5:00 PM Central Time

Salary: \$4,430.00 - \$6,483.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 2

Plan/BU: RC062

Bid ID#: DBHS-46176

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in social welfare administration, rehabilitation, counseling, social work, vocational guidance or a closely related field. Requires a minimum of two years experience in a social or rehabilitation agency. Requires working experience providing direct home services to customers in the Division of Rehabilitation Services. Requires extensive travel.

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

Division of Rehabilitation Services (DRS) - REGION I

Bureau of Home Services Program (HSP)

100 West Randolph Street (JRT Center) Chicago, IL.

CONTACT: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor

Springfield, IL 62762

FAXL 217/524-3385

Candidates must be deemed qualified or have submitted an application to CMS to receive a qualifying grade prior to the closing of the posting period. A copy of the current grade and a CMS100 employment application must be submitted with the bid form to the contact listed above prior to the end of the posting period.

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: Social Services Career Trainee - Opt SS (Option SS – Spanish Speaking)

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$2,838.00 - \$3,988.00 monthly

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10 41 SSCT SS

Description Benefits Supplemental Questions

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limitations imposed while completing academic coursework necessary to obtain a Master's degree in rehabilitation or a closely related field. Assists on caseloads of persons whose primary language is Spanish.

Minimum Requirements:

Requires a Bachelor's degree. Requires ability to complete necessary coursework to obtain a Master's degree in specified time period. In addition to English, requires ability to communicate effectively in Spanish.

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

Location: Varies Statewide in Division of Rehabilitation Services

Contact: Bureau of Employee Services

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

Current employees will need to complete and submit a bid form and on line application or CMS100 Employment Application to the address listed above. Non State employees must 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).

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Job Title: Stationary Engineer

Agency: Veterans Affairs

Closing Date/Time: Fri. 03/05/10 5:00 PM Central Time

Salary: \$6,979.14 - \$6,979.14 monthly

Job Type: Full-Time

Location: Kankakee County, Illinois

Number of Vacancies: 1

Plan/BU: PR000

Bid ID#: 34-50-10-0039

Description Benefits Supplemental Questions

Operates and maintains equipment on an assigned shift; performs maintenance tasks in other buildings and related areas at the facility. Reads gauges, adjusts equipment; observes the operation of all machinery. Watches power consumption meters; starts, synchronizes, switches and stops generators or turbines as indicated. Keeps logs recording gauges readings, fuel consumption, power generated, maintenance work performed and similar data. Makes and records tests of water used for domestic consumption or generating steam, adds purifying or water softening chemical as required. Performs preventative maintenance.

Minimum Requirements:

Requires working knowledge of the principles, practices and techniques used in the operation of high pressure coal, gas or oil fired boilers and their auxiliaries. Requires elementary knowledge of the operation of electrical generating equipment. Requires ability to keep simple record. Requires skill in the control and regulation of high pressure boilers. Requires skill in the use of tools and equipment used in maintaining equipment. Requires ability to observe and judge the operating of power generating and allied machinery.

Work Hours & Location/Agency Contact: 3:00 p.m.-11:00 p.m. Monday-Friday

IL Veterans' Home #1 Veterans' Drive Manteno, Illinois 60950

Contact: Human Resources 217-785-7208

How to Apply:

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading. All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov 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: Paralegal Assistant (Position # 30860-29-10-406-11-01)

Agency: Corrections

Salary: \$3,473.00 - \$4,894.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDOC29-10-10-0544

Under direct supervision of the Public Service Administrator, and to meet the mandates of the United States constitution as interpreted by the Supreme Court in *Bounds v. Smith* and *Lewis v. Casey*, 430 U.S. 871 (1977), and subsequent decisions requiring prison officials to provide incarcerated persons with access to the courts, the Paralegal Assistant assists prison library users in making effective use of the law library to perform legal research, providing formal instructional sessions or workshops as required and explaining court procedures and filing requirements.

Minimum Requirements:

Requires knowledge, skill and mental development equivalent to four years college, with related course work in such areas as pre-legal, English, statistics or related areas; requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to subject matter upon completion of a job learning period; requires working knowledge of technical report writing, vocabulary, word usage and analytical ability in working with information such as would typically be acquired through a professional education.

WORK SCHEDULE: 7:30 AM-3:30 PM MON Thru FRIDAY: **DAYS OFF:** SAT & SUN

LOCATION/AGENCY: IDOC/Stateville Correctional Center, Office of Adult Education & Vocational Services, 16830 South Broadway St., Crest Hill, IL 60403

AGENCY CONTACT: Rachel Ferguson 217/557-6010, ext. 2124

IDOC/DJJ Hiring Unit, 1301 Concordia Court, Springfield, IL 62794

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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Need a job?

Come to the

Spring Job

Fair!

Retail, hospitality, health care & seasonal positions in Evanston, Skokie, Niles, Chicago & more!

**Thursday, March 11th, 2010 from 1-4 PM
at Evanston Public Library
1703 Orrington Ave. Evanston, IL.**

• Open to all job-seekers 16 & up

• ***Resumes & appropriate interview attire strongly recommended***

• Fair ends promptly at 4 PM; job-seekers should arrive no later than 3:30 PM

PHONE (847) 864-5627 FAX (847) 864-3098 1114 Church Street Evanston, Illinois

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Job Title: Federal Air Marshal

Transportation Security Administration

Department: Department Of Homeland Security

Agency: Transportation Security Administration

Sub Agency: DHS-Transportation Security Administration

Job Announcement Number: FAM-F10-F005

SALARY RANGE: 49,237.00 - 76,288.00 USD /year

OPEN PERIOD: Monday, Feb 01, 2010 to Thursday, Sept 30, 2010

SERIES & GRADE: SV-1801-G/G

POSITION INFORMATION: Full-Time Permanent

PROMOTION POTENTIAL: G

DUTY LOCATIONS: many vacancies - Chicago Metro area, IL

WHO MAY BE CONSIDERED: Open to All U.S. Citizens.

Visit <http://www.uscis.gov/> for questions on citizenship.

Go to <http://jobview.usajobs.gov/GetJob> to check out the job.

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**West Suburban Hospital is still hiring for the following:
If interested, go to www.reshealth.org to view the details.**

Cook

Facility: West Suburban Medical Center, Oak Park, IL
Department: Food & Nutrition Services
Schedule: Casual
Shift: Day/PM rotation
Hours: Varies from 5am-7:30pm

Dietitian

Facility: West Suburban Medical Center, Oak Park, IL
Department: Food & Nutrition Services
Schedule: Registry
Shift: Day shift

File Clerk

Facility: West Suburban Medical Center, Oak Park, IL
Department: Radiology
Schedule: Part-time
Shift: Rotation
Hours: VARIABLE

Health Info Assistant I

Facility: West Suburban Medical Center, Oak Park, IL
Department: Health Information Management
Schedule: Registry
Shift: Day shift
Hours: as needed

Security Officer

Facility: West Suburban Medical Center, Oak Park, IL
Department: Security
Schedule: Registry
Shift: Rotation
Hours: weekends and holidays required

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Pace Bus is still accepting applications for the following jobs.

Employment Opportunities as of February 24, 2010

Administrative Supervisor - Internal Services Corporate - Arlington Heights
Assistant Superintendent of Maintenance Maintenance- West - Melrose Park
Bus Service Monitor - Bus Operations Corporate - Arlington Heights
Executive Secretary - External Relations Corporate - Arlington Heights
Full-time Bus Operators Bus - Operations Fox Valley - North Aurora
Manager, Paratransit Quality Control & Compliance- Paratransit Corp -Arlington Heights
Mechanic Helper - Maintenance South - Markham
Mechanic Helper - Maintenance Southwest - Bridgeview
Operations Administrator, City - Bus Services Paratransit Corporate Chicago
Part-time Assistant Inspection Technician Maintenance South – Holland-South Holland
Part-time Bus Operator -Bus Operations Heritage - Joliet
Part-time Bus Operators - Bus Operations North - Waukegan
Part-time Bus Operators - Bus Operations Northwest - Des Plaines
Part-time Bus Operators - Bus Operations River - Elgin
Part-time Bus Operators - Bus Operations Southwest - Bridgeview
Part-time Bus Operators - Bus Operations West - Melrose Park
Part-time Servicer - Maintenance West - Melrose Park
Senior Programmer Analyst - MIS Corporate - Arlington Heights
Servicer - Maintenance South - Markham
Supervisor/Dispatcher - Bus Operations River - Elgin
Workers Compensation Claims Adjuster - Risk Management Corporate - Arlington Heights

If interested, go to www.pacebus.com and view the details.

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Veterinarian

Posting Period: 01-07-2010 - until the position is filled

DESCRIPTION AND OBJECTIVES:

Under the oversight of the Director of Veterinary Services, manages the animal health care program at Lincoln Park Zoo

QUALIFICATIONS AND REQUIREMENTS:

Graduation from an AVMA-accredited college of veterinary medicine as a D.V.M or V.M.D. Two years of clinical veterinary experience, preferably with exotic animals in a zoo setting or in an approved internship or residency. Comprehensive knowledge of the zoo's mission and philosophy Considerable knowledge of modern principles, methods and practices of zoo veterinary medicine including exotic animal care (including housing and environmental requirements with curatorial consultation), nutrition, preventive medicine, diagnostic procedures, restraint, treatment, disease control and epidemiological techniques Ability to develop and implement comprehensive animal care programs, to diagnose and treat animal health problems, to effectively direct epidemiological investigations Ability to exercise sound judgment in emergency situations and to respond with appropriate action Very good experience level of skill in safe operation of veterinary procedures and equipment including but not limited to restraint, operant conditioning, remote injection, radiography and other imaging, and surgical, monitoring and anesthetic equipment Very good knowledge of occupational hazards involved and the safe work practices to employ while in proximity of potentially dangerous animals Comprehensive knowledge of government regulations pertaining to animal health and welfare

Please send cover letter, resume, and completed application to:

Lincoln Park Zoo, Human Resources Dept – Veterinarian

PO Box 14903, Chicago, Illinois 60614

FAX: (312) 742-2299 (No phone calls please) For a printable version of our application, Visit our website at <http://www.lpzoo.com> Lincoln Park Zoo is an Equal Opportunity Employer

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PT Animal Keeper - Seals

Posting Period: 02-08-2010 - until the position is filled

DESCRIPTION AND OBJECTIVES:

Under general supervision, participates in all aspects of daily animal care and maintenance of particular exhibits. Particular emphasis on informal educational exchange with zoo guests.

DUTIES AND RESPONSIBILITIES:

Provides daily care to animals and their enclosures. Regular duties include: cleaning, feeding, watering, grooming (i.e., domestic animals), observing, animal training and enrichment, record keeping and maintaining exhibits. Tasks may include heavy manual and skilled work such as moving and manipulating heavy food items, hoses, equipment, and crated animals. Under supervision, administers therapeutics as prescribed by veterinarian. Monitors health and safety of animals on daily basis by observing eating habits, general activity, behavior and appearance, interaction with others, etc. Reports abnormal behavior and problems to area supervisor without delay. Prepares detailed written daily reports for supervisor. Makes recommendations regarding diet change, habitat redesign, and related matters. Maintains an inventory of equipment and supplies. Maintains a clean and safe work environment. Adheres to established animal handling and related safety guidelines. Participates in established animal escape drills and procedures. Under supervision, captures, restrains, and transports animals. Advances zoo mission through participation in conservation programs, including assisting in development and delivery of educational programs formally through the Education department, and informally through interaction with zoo guests. Conducts tours for guests, staff, and volunteers. May participate in research projects. Works necessary hours as requested including all shifts, weekends, holidays and special events.

QUALIFICATIONS AND REQUIREMENTS:

Graduation from high school or equivalent (GED) is required. A Bachelor's degree in Biological Sciences (i.e., Biology, Zoology, Ecology) or a closely related discipline is preferred. Successful candidate likely to have previous experience with represented taxa, and knowledge of general husbandry practices and methods. Previous experience in routine animal husbandry as in a zoo, aquarium or closely related activity is also desirable. Comparable education and experience may also qualify an individual. Ability to follow oral and written direction. Effective oral and written communication skills. Valid driver's license with good driving record is desirable.

Go to www.lpzoo.org or visit our Administrative Center located at 2001 N. Clark St., Chicago. Cover letters and applications are required with all resumes.

Lincoln Park Zoo is an Equal Opportunity Employer

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College Clerical Assistant I

Location: Richard J Daley College

Employee Type: Part Time Staff

Department: Adult Education Program

Union Status: Local 1708

Hours: Monday - Thursday: 4:00 p.m. - 10:00 p.m. & Saturday: 8:30 a.m. - 1:30 p.m.

Salary: \$9 - \$13 per hour

Posted: Wednesday, February 10, 2010

Closing Date: Wednesday, March 03, 2010

Duties

Perform a variety of routine clerical duties in a college administrative or departmental office.

- Prepare routine records, memos and forms; proof completed assignments for errors and make appropriate corrections; maintain office and student record files in alphabetical and/or numerical order.
- Receive and sort incoming mail and distribute to appropriate personnel or office; answer telephones, take messages and transfer calls; provide general information to students regarding registration, financial aid, departmental course offerings and campus policies and procedures.
- Collate materials such as exams, classroom handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence.
- Operate basic office equipment; prepares order requisitions for needed office supplies and materials; and may assist during student registration.
- Perform 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 is required. Some clerical and word processing experience preferred.
- Knowledge of word processing software; and knowledge of basic office procedures.
- Ability to keyboard 40 words per minute; ability to follow verbal and written instructions; and ability to operate a personal computer.
- Skill in basic filing; and good verbal communication skills.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit the following documents together in MS Word format by electronic mail only:

HR Administrator dajobs@ccc.edu or go to www.ccc.edu and click on jobs

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College Clerical Assistant II - Records

Location: Wright College

Employee Type: Full Time Staff

Department: Records

Union Status: Local 1708

Hours: 35 hours per week: Mon to Thurs: 11:30 a.m. - 7:30 p.m.; Fri: 8:00 a.m. - 4:00 p.m.

Salary: \$27,784.18

Posted: Wednesday, February 17, 2010 Closing Date: Tuesday, March 09, 2010

Duties:

Under supervision, performs a variety of routine clerical duties in a college administrative or departmental office; and performs related duties as required.

- Operates computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

- Answers the telephone, responds to inquiries and refers calls to the appropriate persons.

- Assists in reviewing time sheets and prepares attendance reports for payroll processing. Answers telephones, takes messages and transfers calls to appropriate personnel. Sorts and distributes incoming mail.

- Prepares purchase requisitions for supplies and equipment, reviews invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

- Provides information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

- Maintains and updates student academic records, financial aid reports, registration forms and transcripts. Maintains and updates college course data and inputs student registration information. •Performs other duties as assigned.

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

Qualifications:

1. Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.

2. Proficient in PC desktop and related software programs. Ability to operate a personal computer.

3. Ability to keyboard 45 words per minute. Ability to follow oral and written instructions.

4. Skill in basic filing, record keeping and operation of a variety of office machines.

How to Apply

For consideration, all interested candidates, including current CCC employees, must submit their resumes and letters of interest in MS Word format by electronic mail only to:

HR Administrator wrijobs@ccc.edu or go to www.ccc.edu and click on jobs

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College Clerical Assistant II - Registration (Revised)

Location: Olive Harvey College

Employee Type: Full Time Staff

Department: Registration

Union Status: Local 1708

Hours: REVISED: 35 hours per week: Tuesday - Thursday: 11:30 a.m. - 7:00 p.m.; Friday: 9:30 a.m. - 5:00 p.m. & Saturday: 8:00 a.m. - 3:30 p.m.

Salary: Minimum \$27,784.18

Posted: Monday, February 08, 2010 Closing Date: Monday, March 01, 2010

Duties

Perform a variety of routine clerical duties in a college administrative or departmental office.

- Operate computer equipment utilizing word processing software to produce a variety of materials including exams, student handouts, faculty lists and handbooks, teacher program forms, narrative reports and general correspondence; maintains general office and college program files.

- Answer the telephone, respond to inquiries and refer calls to the appropriate persons.

- Assist in reviewing time sheets and prepare attendance reports for payroll processing. Answer telephones, take messages and transfer calls to appropriate personnel. Sort and distribute incoming mail.

- Prepare purchase requisitions for supplies and equipment, review invoices and purchase orders to ensure correctness of charges and to verify delivery of ordered items.

- Provide information to student inquiries regarding registration, financial aid, departmental course offerings and policies.

- Maintain and update student academic records, financial aid reports, registration forms and transcripts. Maintain and update college course data and inputs student registration information. • Perform other duties as assigned.

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

Qualifications:

- Graduation from high school supplemented by one year of clerical and keyboarding experience in an office setting; or an equivalent combination of training and experience.

- Proficient in PC desktop and related software programs. Ability to operate a personal computer.

- Ability to keyboard 45 words per minute.

- Ability to follow verbal and written instructions.

- Skill in basic filing, record keeping and operation of a variety of office machines.

How to Apply:

For consideration, all interested candidates, including current CCC employees, must submit their resumes and letters of interest in MS Word format by electronic mail only to:

HR Administrator ohjobs@ccc.edu or go to www.ccc.edu and click on jobs

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Case Manager - Saura Center

Job Type: Full-Time

Location: Chicago, IL

Last Updated: 02/24/2010

Job Description:

Salary Schedule and Hiring Range: BU 3 \$25,108 - \$27,713

Reports to and Evaluated by: Program Manager/Supervisor

Approved alternative job titles: AIDS Case Coordinator, Medical Case Manager, Social Services Case Manager.

Summary: This position provides a broad range of case management services within guidelines established by the Organization and specific programs. Populations served will vary by program but may include: children; adults; families; immigrants; refugees; and individuals with mental illness, HIV/AIDS and/or substance use issues. Individual accountabilities and work volume will be established through the development of annual Success Objectives, within the framework outlined below.

Qualifications: 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.

- Education and/or Experience: High school diploma or equivalent and minimum of five years experience in case work, human services or related field, or equivalent combination of education and experience.
- Language Skills: Fluency in a second language may be required. Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Other Qualifications: A valid driver's license may be required. Transportation of program participants and/or Organizational property may be required.
- In residential programs, household maintenance responsibilities may be assigned.
- Other duties may be assigned.

To apply, go to <http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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Participant Mentor

Job Type: Full-Time

Location: Chicago, IL

Last Updated: 02/24/2010

BU Salary Schedule 4 \$28,836-\$31,828

Reports to and Evaluated by: Program Manager

Qualifications: 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.

- Education and/or Experience:** Associates degree or the equivalent years of college and three years experience working with hard-to-employ populations with multiple barriers affecting employability. May give credit towards years of experience if attained a degree higher than an Associates degree. Bachelors degree preferred.
- Other Skills and Qualifications:** Demonstrated experience utilizing strength-based language and assessment tools. Experience facilitating literacy sessions desired.
- Certifications, Licenses, Registrations:** May be required to obtain literacy certification within six months of hire. A valid driver's license is required.
- Background Check:** Background check/clearance may be required.
- Language Skills:** Fluency in a second language may be required. Effective oral and written communication skills required. Ability to read and interpret documents such as policy/procedure manuals, operating and maintenance instructions. Ability to write routine reports and correspondence.
- Computer Skills:** Proficiency in Microsoft Office, Internet Explorer, Outlook/Exchange, and other software routinely used by Heartland Alliance.
- Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Competencies: To perform the job successfully, an individual must demonstrate the following competencies.

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Mental Health Worker

Job Type: Full-Time

Location: Chicago, IL

Last Updated: 02/23/2010

Qualifications:

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.

- Education and/or Experience:** High school diploma or equivalent and minimum of five years experience in related field, or Bachelors Degree.
- Other Qualifications:** A valid driver's license and ability to travel throughout Chicago and surrounding areas.
- Computer Skills:** Demonstrated proficiency in Microsoft Word and Excel. Proficiency in Microsoft Access may be required.
- Language Skills:** Fluency in a second language may be required. Ability to read and interpret documents such operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Transportation of program participants and/or Organizational property may be required.**
- In residential programs, household maintenance responsibilities may be assigned.**

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- Ability to work effectively in a team environment.
- Ability to work with diverse populations with complex needs.
- Ability to engage participants without personal bias or judgmental attitude.
- Excellent problem-solving, resource development and crisis intervention skills.

Physical Demands and Work Environment: 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.

To apply, go to <http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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Executive Assistant

Job Type: Full-Time

Location: Chicago, IL

Last Updated: 02/23/2010

Job Classification: Executive Assistant

Reports To: Executive Director of HHCS

FLSA Status: Exempt

Salary Classification: ADM I

Qualifications:

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.

- Education and/or Experience:** An Associate Degree and two years related experience required. May give credit towards years of experience if attained a degree higher than an Associate's Degree.
- Communication Skills:** Effective business writing skills and the ability to communicate clearly with all levels of staff with an attention to organizational structure and department responsibilities.
- Computer Skills:** Demonstrated proficiency in Word and Excel. A functional knowledge of Power Point, Outlook and the Internet. The ability to create professional reports, organization charts, diagrams and graphs.
- Personal Characteristics:** An effective self-starter with creative problem-solving skills who can perform a variety of work with minimal direction. The ability to multi-task and to react productively to change.

Physical Demands: 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.

To apply, go to <http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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Business Services Representative - Lead Worker

Job Type: Full-Time

Location: Chicago , IL

Last Updated: 02/23/2010

Job Classification: Business Services Representative

Schedule: 7 (\$44,040 - \$48,328)

Reports To: Director

FLSA Status: Non-Exempt

Qualifications: 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.

- Education and/or Experience: Associates degree and a minimum of three years relevant sales experience generating new accounts and maintaining accounts in both private and public sectors. A proven successful track record of relationship building and leveraging new/existing business relationships to procure additional opportunities. Experience working with human capital. Bachelors degree preferred.
- Licenses/Certifications: A valid driver's license required. Zig Ziglar, Dale Carnegie sales training preferred.
- Background Check: Background check/clearance may be required.
- Language Skills: Excellent written and verbal communication skills.
- Computer Skills: Proficiency in Microsoft Office, Internet Explorer, Internet search engines, Outlook/Exchange, and other software routinely used by Heartland Alliance.
- Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Competencies: To perform the job successfully, an individual must demonstrate the following competencies.

Physical Demands: 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 Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, go to <http://www.recruitingcenter.net/clients/heartlandalliance/publicjobs>

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Job Title Sales Associate

Company Ann Taylor

Job Type Part-time Seasonal Full-time Seasonal Part-time

Hours Not Specified

Pay Type Hourly

Wages To Be Discussed

Location: *111 West Monroe Street
Chicago, IL 60603*

Ann Taylor: Sales Associate Job Description

Start your career in fashion...

Ann Taylor Stores Corporation is represented by two brands with multiple channels of distribution. We sell through e-commerce and stand-alone stores. We're a high-performance culture that seeks exceptionally talented people.

The associates at Ann Taylor are passionate about their careers. They are spirited, fun, energetic, and caring individuals who thrive on challenge and take pride in delighting their clients. They are true collaborators and are exhilarated by the limitless possibilities for them to learn and grow. If this sounds like you, we invite you to share in our future and experience great success in your career!

NOW HIRING SALES ASSOCIATES....

Looking for Sales Associates to join the team! Must enjoy client service and merchandising. Come and join our exciting team!

We offer a flexible schedule, a generous discount and a terrific working environment. Apply today and start your career in fashion!

To apply online today, go to www.snagajob.com

Ann Taylor is an equal opportunity employer and values workplace diversity.

Job requirements: Minimum Age: 18+ years old

Job benefits We offer a highly competitive salary, a comprehensive benefits package, and a generous Associate Discount Program.

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Job Title Cashier

Company Sears, Roebuck & Co.

Job Type Full-time Part-time

Hours Not Specified

Pay Type Hourly

Location: *1334 EAST 79TH ST
Chicago, IL 60619*

Sears, Roebuck & Co.: Cashier Job Description

Responsible for efficiently and accurately completing sales and service transactions at the center aisle and exit cashwraps. The associate will spend most of his/her time in the cashwrap area. The associate will also handle customer issues that may arise on the sales floor.

Required:

- Willingness to work in a team environment
- Strong attention to detail
- Excellent communication skills
- Prior sales or customer service experience is preferred

To start your application process today, go to www.snagajob.com

Job Title Receiving Associate

Company Sears, Roebuck & Co.

Job Type Full-time Part-time

Hours Not Specified

Pay Type Hourly

Location: *1334 EAST 79TH ST
Chicago, IL 60619*

Responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily backroom activities. This individual will assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

An essential function of this position is the ability to lift and move at least 20 lbs. in weight to maintain flow and replenishment of merchandise. The associate will be doing this for the majority of the day.

Required:

- Strong commitment to safety
- Ability to lift and move at least 20 lbs in weight
- Excellent communication skills

Job requirements: Minimum Age: 16+ years old

To start your application process today, go to www.snagajob.com

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Job Title Crew Member

Boston Market

Job Type Full-time Part-time

Hours Varies

Pay Type Hourly

Wages Competitive

Location: *1424-28 E 53rd
Chicago, IL 60615*

Some of our benefits include:

- Medical, prescription, vision, and dental plans
- Flexible spending account plans (FSA) - (Only available for Hourly Shift Managers)
- Basic life
- Short-term disability and long-term disability coverage
- Flexible work schedules and reasonable hours

Boston Market currently has immediate opportunities available for Crew Members.

This is a full- or part-time position.

Actual openings vary, visit store for exact openings.

Our crew members work as part of a team that provides excellent service and high-quality food in a clean, friendly and fun atmosphere.

As a back-of-house team member, you'll prepare recipes, cook food and keep the store clean.

As a front-of-house team member, you'll make sandwiches, cut chicken, carve turkey/ham, keep the store clean, serve guests and ring up orders.

Not all positions are open at all times. We will train you!

Boston Market Corporation is an equal opportunity employer.

Qualified applicants are considered for all positions without regard to race, color, religion, national origin, age, disability, gender, sexual orientation, marital status or veteran status
To start your application process today, go to www.snagajob.com

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Job Title Customer Service Coordinator

Company A.J. Wright

Job Type Part-time

Hours Varies

Pay Type Hourly

Location: *1709 East 95th Street
Chicago, IL 60617*

To accomplish this, we depend on our Associates to provide a courteous, helpful and enjoyable shopping experience for all customers. In return, we've created a workplace that values honesty, mutual respect, teamwork, and high standards – where every person has the chance to excel.

Now Hiring Customer Service Coordinators!

Responsible for operational controls at the Front Line Service Desk, Layaway and Jewelry. Ensures Front Line Associates provide prompt, courteous and knowledgeable service to all customers. Resolves customer service issues appropriately and competently. Audits and approves all necessary Front Line paperwork. Responsible for training and developing store Associates on customer service standards, register procedures and proper Front Line procedures and controls

APPLY IN PERSON TODAY!!!

Due to variances in the hiring needs of each individual store, hours of need may vary. Please visit your local store and speak with the Hiring Manager at that location to determine whether they have Full Time or Part Time Hiring Needs.

Job requirements: Minimum Age:16+ years old

Additional:

- High school diploma/GED preferred, except for summer/in-school youth
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest
- Ability to work a flexible schedule, including nights and weekends

Job Benefits:

- Optional participation in medical, dental, life insurances, short term disability, vision discount program and 401(k) profit sharing plan.
- Other benefits include competitive paid time off and Associate discounts.

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Job Title Cashier

Company Sears, Roebuck & Co.

Job Type Full-time Part-time

Hours Not Specified

Pay Type Hourly

Location: *2 North State Street
Chicago, IL 60602*

Responsible for efficiently and accurately completing sales and service transactions at the center aisle and exit cashwraps. The associate will spend most of his/her time in the cashwrap area. The associate will also handle customer issues that may arise on the sales floor.

Required:

- Willingness to work in a team environment
- Strong attention to detail
- Excellent communication skills
- Prior sales or customer service experience is preferred

To start your application process today, go to www.snagajob.com

Job Title Receiving Associate

Company Sears, Roebuck & Co.

Job Type Full-time Part-time

Hours Not Specified

Pay Type Hourly

Location: *1334 EAST 79TH ST
Chicago, IL 60619*

Responsible for the execution of all receiving activities including unloading merchandise, merchandise preparation and staging, outbound shipments, and daily backroom activities. This individual will assist in maintaining the stockroom in a neat, orderly and safe manner. Other duties include promptly serving the customer at merchandise pick-up, properly sorting merchandise, and properly using all material handling and safety equipment.

An essential function of this position is the ability to lift and move at least 20 lbs. in weight to maintain flow and replenishment of merchandise. The associate will be doing this for the majority of the day.

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