

**State Representative  
La Shawn K. Ford**

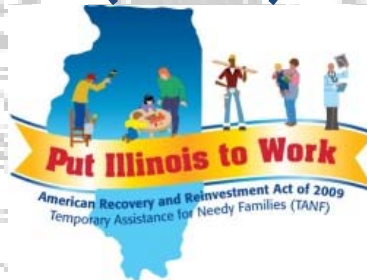
[www.lashawnford.com](http://www.lashawnford.com)

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

# STATE REP. LA SHAWN K. FORD'S WORKFORCE DEVELOPMENT **Community Assistance Program (CAP)**



**Hiring young people ages 18-21 for temporary jobs  
until September 30, 2010.**

**You can earn \$10.00 per hour and work 30-40  
hours per week...go to.....**

**The Youth Peace Center  
Pretend Town 420 E. 111th St (Eggleston)  
Every Monday 8:30am SHARP!**

**Bring Resume, SSN Card, State ID/Drivers License,  
Birth Certificate, Proof of Income  
(head of household).**

**You must live in COOK COUNTY!**

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Title Pharma Field Sales - Endo Diabetes Care Specialist EDCS - Evanston, IL**

Auto req ID 3059BR

Job Category Sales

Job Description Pharma Field Sales - Endocrinologists Diabetes Care Specialist (EDCS) - Evanston, IL

This position represents Novo Nordisk to selected key endocrinologists. This position has a goal of maximizing sales and positioning Novo Nordisk as a leader in the diabetes care market, within an assigned territory. The EDCS I must achieve sales goals by successfully selling and promoting Novo Nordisk's portfolio of diabetes products to key endocrinologists who make or are involved in purchasing, prescribing, and formulary decisions. This position also evaluates and recommends the most appropriate Novo Nordisk product and approved usage for the customers' needs.

**KEY SUCCESS FACTORS: EDUCATION, EXPERIENCE, KNOWLEDGE AND SKILLS:**

- Demonstrated leadership and decision-making ability.
- Bachelor's degree required, advanced degree preferred.
- 2 years of pharmaceuticals sales/marketing experience required. Must maintain a valid driver's license and obey all applicable traffic laws.
- Expert knowledge of diabetes disease state and Novo Nordisk's products is needed.
- Consistent record of successful sales results.
- Must be a self-starter and be able to evaluate options and make decisions on your own with minimal supervision.
- Intermediate computer skills required (Windows, Word, Excel).
- Prior computer experience using sales data/call reporting software preferred

Department SALES - MINNEAPOLIS MN (EDCS)

Position Location Field Based - Across US

Job/Position State IL

Degree Required Bachelor's Degree Required

Percent Travel 10 - 20%

To apply go to [www.novonordisk.com/](http://www.novonordisk.com/)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	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
--	---	--	---

### ***Onsite Recruiting Event:***

Advantage Staffing will be recruiting for packing positions in the Bedford Park and Franklin Park areas.

Interested applicants can apply in person at:  
The Southwest Workforce Center  
7500 South Pulaski Road Building -100  
Chicago Illinois 60652.

Wednesday, June 02, 2010  
from  
10:00am till 1:00am

All participants must be registered in Illinois Skills Match

**Job Title: STOCK CLERK**  
Shift: 1st  
Full/Part: Type 1 (72-80 Hrs)  
Specialty: Warehousing  
Job Number: 2010-2320

**Job Description:**

Responsible for receiving, storing and issuing hospital supplies and equipment. Must have 1 year of experience in receiving, inventory and order filling. Familiarity with Medical supplies is desired. Good physical health required for heavy lifting, standing, walking, pushing and pulling most of the day. Familiar with personal computers required. Must have a High School diploma or GED equivalent.

To apply go to [www.rush.edu](http://www.rush.edu) and click on to work at rush

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	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
--	---	--	---

**Job Title: ENVIRONMENTAL TECHNICIAN (PART TIME)**

Department: Environmental Services

Shift: 1st

Full/Part: Type 2 (40-64 Hrs.)

Job Number: 2010-2567

**Job Description:**

ENVIRONMENTAL TECHNICIAN - Part Time  
1st SHIFT

Under general supervision of an Environmental Services supervisor, cleans, maintains and services assigned areas throughout the medical Center.

**QUALIFICATIONS:**

Must demonstrate, after training, skill and controlling of cleaning equipment.

Must be able to demonstrate skills and knowledge of proper use of chemicals and equipment in cleaning, to achieve desired results.

Must be able to 10 Step Clean and isolation clean a patient room, cycle clean OR and L&D suites, and terminal clean areas as needed.

Must be able to use Bed Tracking System.

Stand, walk and stoop often while performing duties. Must be able to push, pull, and control cleaning equipment and materials up to 150 pounds in weight and move large trash objects and containers.

Must demonstrate good interpersonal skills. Must have neat personal appearance.

**REQUIREMENTS:**

High school graduate or G.E.D required. Ability to understand written English and oral instructions. Prior cleaning experience helpful, but not essential.

Open to the Public Starting 6/2/10

To apply go to [www.rush.edu](http://www.rush.edu) and click on to work at rush

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: NURSING ASST 2**

Shift: 4th (Rotating)

Full/Part: Type 3 (8-32 Hrs.)

Specialty: Emergency Nursing

Job Number: 2010-2448

**Job Description:**

Student Nursing Assistant opportunity to provide patient care under supervision of an RN in exciting ER setting and gain excellent clinical experience. Looking for candidates graduating March 2011 or later. Seek candidate that can work during the week with some 4hr shifts and also some weekend hours. Must be currently enrolled and passing all courses in a College of Nursing Baccalaureate or Masters Entry Program. Also, must have completed Fundamentals of Nursing course with clinical experience and a med/surg rotation. Prefer EMT background or ER/critical care exposure. Will be asked to bring CPR card, transcript and letter of recommendation from faculty (in clinical rotation) if interview scheduled.

To apply go to [www.rush.edu](http://www.rush.edu) and click on to work at rush

**Job Title: RADIOLOGY AIDE**

Department: MSP Breast Imaging

Shift: 1st

Full/Part: Type 1 (72-80 Hrs)

Job Number: 2009-1558

**GENERAL SUMMARY:** The primary responsibility of the Radiology Aide is to contribute to the efficient flow of patients into and out of the breast imaging center by assisting the technologist and/or radiologist in direct patient care, room prep, image processing and retrieval, record keeping, supply inventory/storage handling of phones and maintenance of the work environment. Has a working knowledge of the Radiology Information System and PACS.

He/she must exemplify the Rush mission, vision and values and act in accordance with Rush policies and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrates good interpersonal and communication skills and ability to work in a team-oriented environment.
- Requires full range body motion including handling and lifting patients when necessary.
- Demonstrates good organizational skills and initiative.

To apply go to [www.rush.edu](http://www.rush.edu) and click on to work at rush

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	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
--	---	--	---

***THIS JOB IS LOCATED DOWNSTATE***

**Job Title: Correctional Counselor I (Upward Mobility Target Title)**

Agency: Corrections  
Closing Date/Time: Fri. 06/11/10 4:00 PM Central Time  
Salary: \$3,608.00 - \$5,133.00 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: IDOC29-85-10-0637  
Position # 09661-29-85-230-11-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of college with a Bachelor's degree in behavioral or social sciences; requires elementary knowledge of counseling and guidance principles and techniques; requires elementary knowledge of theories of personality and deviant behavior, delinquency criminology and Corrections; requires elementary knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems; requires elementary knowledge of research techniques and the writing of professional reports.

**WORK HOURS:** 8am to 4pm, Monday through Friday, with Saturday/Sunday off.

**LOCATION/AGENCY:**

IDOC/Pontiac Correctional Center  
700 W. Lincoln St.  
Pontiac, IL 61764

**CONTACT:** Elaine Rentz, HR Representative

Pontiac Correctional Center  
Phone: 815/842-2816

**How to Apply:**

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

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

***THIS JOB IS LOCATED DOWNSTATE***

**Job Title: Corrections Food Service Supervisor I (Upward Mobility Target Title)**

Agency: Corrections  
Closing Date/Time: Fri. 06/11/10 4:00 PM Central Time  
Salary: \$3,645.00 - \$5,145.00 monthly  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC006  
Bid ID#: IDOC29-85-10-0491  
Position #09793-29-85-330-11-01

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years of high school; requires two years experience in food preparation in a large scale food operation; requires completion of an approved course in pre-service orientation-training course within six months of employment; requires the possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health; requires thorough knowledge of food service sanitation; requires extensive knowledge of institutional rules, regulations and requirements for the control of residents; requires working knowledge of food and nutritional values; requires ability to instruct and supervise inmates; requires ability to enforce disciplinary, safety, security and custodial measures; requires ability to work in conformance with the provisions of Illinois Food Service Sanitation rules and regulations pertaining to methods and procedures; requires physical ability to perform assigned duties.

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

WORK HOURS: 10am - 4pm Friday through Tuesday with Wednesday/Thursday off.  
LOCATION/AGENCY: Pontiac Correctional Center, 700 W. Lincoln St., Pontiac, IL 61764  
CONTACT: Elaine Rentz, HR Representative, Pontiac Correctional Center. Phone: 815/842-2816

**How to Apply:**

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

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Support Associate-Administrative Assistant**

Shift: 1st

Full/Part: Type 4 (Temporary)

Job Number: 2010-1980

**Job Description:**

**Principle Duties and Responsibilities:**

Under the direction of the assigned department manager, performs a wide variety of clerical and service functions.

Interacts appropriately with fellow employees, patients/public and immediate supervisor, while maintaining a helpful, courteous, and professional manner.

Production level and performance must meet the deadline and tasks required of the assigned department.

Demonstrates the ability to accept feedback and respond appropriately.

Performs other related applicable skill level job duties as required by immediate supervisor or other members of the management team.

**Knowledge, Skills, and Abilities:**

Requires knowledge of equipment utilized within the assigned department.

Ability to comprehend and retain on the job related training.

Specialty skills, such as medical terminology, typing, computer training are required where applicable.

Must be self-motivated, reliable, dependable, and flexible others as it pertains to the individual job.

To apply go to [www.rush.edu](http://www.rush.edu) and click on to work at rush



<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Office Coordinator - Opt 2 (Option 2 – 30wpm Typing)**

Agency: Human Services

Salary: \$2,776.00 - \$3,703.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC014

Bid ID#: 91-818-48350

**Description Benefits Supplemental Questions**

Under direction, performs paraprofessional and technical secretarial and office support functions for the Local Office Administrator in the Southeast Office of the Division of Community Operations, DHS. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

**Minimum Requirements:**

Requires knowledge, skill and mental development equivalent to completion of four years high school; requires two years related experience including the operation of a Word Processor or Personal Computer. Requires the ability to type accurately at 30 wpm.

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

**Location:**

Southeast FCRC 8001 South Cottage Grove Chicago, IL 60619 (Cook Co)

Contact: DHS HCD Employee Services 100 South Grand Ave, 3rd Fl

Springfield, IL 62762 FAX (217) 557-3142

State Employees submit a bid form along with a CMS 100 Employment application to the Employee Services address or fax above.

Non-state Candidates see CMS instructions 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](http://Work.Illinois.Gov) and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at [Work4Illinois@Illinois.gov](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: SECURITY OFFICER**

Department: Security

Shift: 1st

Full/Part: Type 1 (72-80 Hrs)

Specialty: Security

Job Number: 2010-2442

**Job Description:**

Our Security Officer will provide physical and psychological protection for all Rush University Medical Center patients, visitors, students and employees. The security officer will report and document all infractions of rules, regulations and policies of RUMC, Federal, State, local laws and ordinances.

You must be able to Patrol (fixed posts, walking patrols and/or mobile), Reports and documents any conditions that might constitute a security or safety hazard, Prepare incident reports, Obtain written or oral statements, assists local police agencies during investigations or emergencies, Controls and enforces vehicular and pedestrian traffic patterns in the Medical Center as assigned, Provide escort services as assigned, Participates in property control procedures (accepts, records, stores, returns or releases to authorized persons). Must have Valid Illinois drivers license and good driving record, Illinois Firearms Owner's Identification Card. Must be able to make a physical arrest, restrain violent subjects, and assist in fire fighting activities. Must qualify in the use and maintenance of firearms, departmental equipment or other training programs of the Security Department

Personal: Intelligent, high degree of integrity, ability to handle confidential matters.

Physical Qualifications: Excellent health. Must be able to stand or walk during majority, if not entire tour of duty and be able to withstand weather extremes for external assignments. Physically able to perform required responsibilities.

Education: High School graduate or GED. Previous security experience preferred. Experience in a hospital environment most helpful.

**Other:**

Valid Illinois driver's license and good driving record.

Illinois Firearms Owner's Identification Card.

Must be able to make a physical arrest, restrain violent subjects, and assist in fire fighting activities.

Ability to relate well with people of diverse cultures and backgrounds.

Must be able to qualify in the use and maintenance of firearms, departmental equipment or other training programs of the Security Department.

To apply go to [www.rush.edu](http://www.rush.edu) and click on to work at rush

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Treasury Analyst (Treasury) Full Time**

**Application Period: 05/24/2010 – 06/07/2010**

**2010 Wages: \$32,276 - \$46,396 per year**

**DUTIES:**

Prints daily bank reports and determines funding requirements for operating, capital and debt service accounts. Prepares daily wire transfers relating to Park Districts expenses. Prepares monthly balance and earning reports for all Park District bank accounts, money markets, debt service bonds. Regular posting and review of revenue and expenditure accounts in the general ledger. Prepares bank fee and account analysis monthly. Prepares weekly Due To/From Schedule. Performs other special projects relating to cash management, investment activities and internal/external audit requests.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Finance, Accounting, Business or related field. At least two (2) years of experience performing related financial duties.

Any vacancy posted is pending Budget approval. \*Resumes must be submitted at the time of application. Selection will be based on information provided on the application form and documents submitted with the application form. Names of qualified applicants will be placed on an employment list. Being on an employment list is not an offer or guarantee of employment with the Chicago Park District. An employment list is merely a statement of eligibility. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Residency in the City of Chicago is required of all employees. Proof of residency will be required at the time of employment.

To apply for any of our job opportunities, download an employment application at [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com) and submit the completed application to:

Chicago Park District  
Department of Human Resources  
541 N. Fairbanks  
Chicago, Illinois 60611

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Activities Instructor III (Wellness/Fitness) Community Recreation (Part-Time)**

Application Period: 05/24/2010 – 06/07/2010

2010 Wages: \$20.26 per hour

**DUTIES:** Plans and implements a course curriculum for the instruction of a specialized athletic, recreation or leisure activity. Demonstrates proper techniques and skills in specialty area. Promotes sportsmanship and encourages creativity in participants. Issues and maintains an inventory of specialized equipment and supplies. Determines tournament eligibility requirements. Establishes schedules for tournaments, leagues and competition. Enforces and promotes safety guidelines for specialized activities. Adapts programs to reflect differing levels of participant skill development.

**MINIMUM QUALIFICATIONS:** Associate of Arts degree in Recreation, Leisure Studies, Physical Education or related field. Five to ten years of instructional, practical or sanctioned competitive experience in a specialty area.

Any vacancy posted is pending Budget approval. \*Resumes must be submitted at the time of application. Selection will be based on information provided on the application form and documents submitted with the application form. Names of qualified applicants will be placed on an employment list. Being on an employment list is not an offer or guarantee of employment with the Chicago Park District. An employment list is merely a statement of eligibility. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Residency in the City of Chicago is required of all employees. Proof of residency will be required at the time of employment.

To apply for any of our job opportunities, download an employment application at [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com) and submit the completed application to:

Chicago Park District  
Department of Human Resources  
541 N. Fairbanks  
Chicago, Illinois 60611

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Intern (Special Recreation) Seasonal**

Application Period: 05/24/2010 – 06/07/2010

2010 Wages: \$8.16 - \$23.22 per hour

**DUTIES:** Responds to routine telephone inquiries. Collects information for compiling reports. Makes telephone calls and contacts other departments and organizations to collect routine information or to follow through with calls initiated by supervisor. Types prepared correspondence, memoranda, lists and brief reports. Files as instructed in an established filing system. Operates office machines (e.g. copier, calculator). Performs routine data entry tasks using established mainframe systems. Completes forms by hand or by using a typewriter/word processor by filing in the required information (e.g. supply requisitions, personnel requisitions). Maintains simple logs or records. Receives and directs visitors.

**MINIMUM QUALIFICATIONS:** High School graduation or equivalent, including completion of courses in English, Spelling, Mathematics and Typing, or an equivalent combination of training and experience is required. One year of experience in a business office performing typing and filing duties is preferred. Word processing experience is preferred.

Any vacancy posted is pending Budget approval. \*Resumes must be submitted at the time of application. Selection will be based on information provided on the application form and documents submitted with the application form. Names of qualified applicants will be placed on an employment list. Being on an employment list is not an offer or guarantee of employment with the Chicago Park District. An employment list is merely a statement of eligibility. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process. Residency in the City of Chicago is required of all employees. Proof of residency will be required at the time of employment.

To apply for any of our job opportunities, download an employment application at [www.chicagoparkdistrict.com](http://www.chicagoparkdistrict.com) and submit the completed application to:

Chicago Park District  
Department of Human Resources  
541 N. Fairbanks  
Chicago, Illinois 60611

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **Special Assistant - Asset Management**

Grade: 64

Position Number: SPA-AMD500

Minimum Salary: Commensurate with experience

This position will report to the Executive Vice-President/Chief Operating Officer (EVP/COO) will be responsible for performing a wide range of complex and technical assignments which involve original thinking and independent, non-supervised actions. The incumbent maintains extremely confidential information on a regular basis.

This position is accountable for enhancing the image, credibility and effectiveness of the EVP/COO, particularly with regard to public contacts by scheduling and developing agenda items for meetings with top executives in the public housing field, federal, state and city governments, leaders in Congress, Labor unions and in private industry. In this regard, this position assembles, organizes and prepares background materials for meetings, conferences, speeches, and other public appearances and performs the necessary research, information search and development of profiles for various organizations and committees in which the EVP/COO is involved.

#### **Job Specifications**

This position requires college level coursework in Business Administration or a related field and a minimum of six years progressive, responsible administrative support experience of an advanced nature. This position requires effective verbal and written communication skills, proofreading skills and Microsoft Office literacy. The ideal candidate will possess a professional office demeanor, be able to maintain a high level of confidentiality and demonstrate excellent organizational skills. The Specialist must be self-driven and able to effectively handle multiple, concurrent tasks. Strong interpersonal skills are needed to interact with a diverse executive staff of in order to coordinate the completion of assignments and to communicate the needs of the CEO/EVP. The successful candidate will be personable, confident, even tempered, mature, diplomatic and collaborative.

This position requires a thorough knowledge of general office practices and procedures; strong analytical and problem-solving skills. The incumbent must be able to deal effectively with the public and governmental officials and possess the ability to work effectively to compliment the management style of the EVP/COO.

To apply go to [www.thecha.org](http://www.thecha.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **College Clerical Assistant II - Temporary (Revised)**

Location: Olive Harvey College

Employee Type: Full Time Staff

Department: Registration

Union Status: Local 1708

Hours: Revised: 35 hours per week: Monday - Thursday: 11:30 a.m. - 7:00 p.m & Friday: 9:30 a.m. - 5:00 p.m.

Salary: \$27,784.18

Posted: Monday, May 24, 2010 Closing Date: Monday, June 14, 2010

Duties: Performs a variety of routine clerical duties in a college administrative or departmental office.

- 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 [ohjobs@ccc.edu](mailto:ohjobs@ccc.edu) or go to [www.ccc.edu](http://www.ccc.edu)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

**Job Title: Telephone Lineman**

CTA

Location: Chicago, IL, US

Job Type: Full-Time Permanent

Department: Technology Management

WAGE RATE: \$34.259 PER HOUR

**Position Summary**

This is a bargained for position (Union) and is in accordance with the Collective Bargaining Agreement.

Installs and maintains CTA owned telephone, public address equipment and communications cables.

Education and Experience Requirements: Must have experience working with gauges, hand tools, digital and analog volt, ohm and amp meters, tone generators, lineman test sets, tone generators and oscilloscopes.

Experience in splicing, terminating and repairing outside plant telephone fiber and copper cables. Must have formal training or working knowledge of telephone and public address equipment.

Must be able to read and interpret blue prints, wiring diagrams and schematic drawings.

Must be competent in conduit cutting and forming, communication wire tracing and troubleshooting. Must possess and maintain a valid driver's license and be able to operate an Authority or personal vehicle.

Must possess the skills necessary to write and express oneself in a clear, logical and comprehensive manner. Must possess a temperament suitable to maintain good working relationships with various levels of Authority personnel.

This is a bargained for position and is not subject to CTA's residency ordinance.

CTA IS AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

To apply go to [www.transitchicago.com](http://www.transitchicago.com)



<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **HRIS Specialist**

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL

Department: Human Resources

Schedule: Full-time

Shift: Day shift

Hours: 8:00am - 4:30pm Mon-Fri

Contact Information:

Address: 2233 West Division Street, Chicago, IL 60622

Job Details: High school diploma or equivalent is required

Provides front-line customer service for all requests for information from Human Resources Information Systems. Utilizes in-house report writer to generate custom and standardized reports and labels for Resurrection Health Care employees. Provides information on the full range of services offered by HRIS. Documents all procedures in the generation of HRIS reports and labels. Candidates must have a high school diploma plus additional specialized computer skills or Human Resources background required. Must have 3-5 years in healthcare or Human Resources, 40 wpm typing skills.

To apply go to [www.reshealth.org](http://www.reshealth.org)

### **Scheduler Central**

Facility: West Suburban Medical Center, Oak Park, IL

Department: Surgery

Schedule: Full-time

Shift: Day shift

Hours: Rotate 8:30am-5:00pm and 6:45am-3:15pm Mon - Fri

Job Details: Accepts and processes requests to schedule outpatient tests/procedures using McKesson PHS Scheduling system. Strives to obtain patient pre-registration data during scheduling process and performs patient pre-registration in the Hospital Information System (McKesson Star) in addition to scheduling the outpatient test/procedure in PHS. Facilitates a coordinated patient schedule. Answers patient questions regarding their test(s) and/or procedure(s) or recommends that patient calls physician for further clarification. Works extended hours as required to complete job functions within established standards. High school diploma or equivalent education/experience; some post high school education preferred. One to three years experience, prior hospital or physician business office or comparable payer work experience preferred.. Minimum typing speed of 40WPM with accuracy implied.

To apply go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **Unit Secretary**

Facility: Saints Mary and Elizabeth Medical Center, Chicago, IL

Department: Emergency Department

Schedule: Full-time

Shift: 12 Hr. Shifts

Hours: 7 PM - 7 AM

Contact Information:

Address: 2233 W. Division Chicago, IL 60622

Job Details:

Essential Functions: Accurately and thoroughly performing general receptionist, secretarial and clerical duties on the assigned nursing unit. Demonstrating a welcoming and friendly attitude to all customers including patients, families, visitors, staff and physicians.

Requirements: A high school diploma or accredited GED equivalent and the ability to comprehend medical terminology and apply medical knowledge procedure. \*\*One two years of experience as a Unit Secretary is strongly preferred.

To apply go to [www.reshealth.org](http://www.reshealth.org)

### **Environmental Service Worker**

Facility: Saint Joseph Hospital, Chicago, IL

Department: Environmental Services

Schedule: Full-time

Shift: PM shift

Hours: 3 p.m. - 11:30 p.m.

Job Details:

Under general supervision, cleans and sanitizes rooms, hallways/entrances and furnishings in assigned work areas, following established policies and procedures, to maintain high standards of cleanliness and sanitation throughout the facility. Must have the ability to read and understand English.

To apply go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### Home Health Aide HH

Facility: Resurrection Home Health Services/River Forest, River Forest, IL

Department: Home Health Services

Schedule: Full-time

Shift: Day shift

Hours: 8-4:30pm

Contact Information: Contact: Shana Sedehi

Address: Des Plaines, IL 60016

#### Job Details:

High school diploma or equivalent is required

Certification Required

1-2 years experience is required

The Home Health Aide is a paraprofessional member of the Hospice team who works under the supervision of a Registered Nurse or Therapist and performs various personal care services as necessary to meet the patient's/client's needs. The home health aide is responsible for observing patients/clients, reporting these observations and documenting observations and care performed. The Home Health Aide will be assigned in a manger which promotes quality, continuity and safety of a patient's/client's care. Candidates must meet training requirements in accordance with State and Federal laws. Candidates must possess and maintain CPR certification, and be able to travel to multiple locations to conduct home visits.

To apply go to [www.reshealth.org](http://www.reshealth.org)

### Food Service Worker

Facility: Maryhaven Nursing and Rehabilitation Center, Glenview, IL

Department: Food & Nutrition Services

Schedule: Full-time

Shift: Day/PM rotation

Hours: 6:30am -3:00pm/ 11:00am -7:30pm

Contact Information: Contact: Christina Costouros

Address: Des Plaines, IL 60016

#### Job Details:

The Food Service Worker performs a variety of functions and tasks pertinent to the production, service, sanitation, and distribution of food to both patients and employees. A Food Service Worker may work in various areas of the department such as patient tray line, dish room, pots and pans, sanitation, cafeteria, and storeroom.

To apply go to [www.reshealth.org](http://www.reshealth.org)

<b>State Representative La Shawn K. Ford</b>  <a href="http://www.lashawnford.com">www.lashawnford.com</a>	<b>Chicago Office</b> 5104 W. Chicago Ave Chicago, IL 60651 Phone: 773-378-5902	<b>Oak Park Office</b> 816 S. Oak Park Avenue Oak Park, IL 60304 Phone: 708-445-3673	<b>Springfield Office</b> 247-E Stratton Building Springfield, IL 62706 Phone: 217-782-5962
--	--	---	--

### **RESIDENT ASSISTANT**

Facility: Saint Andrew Life Center, Niles, IL

Department: Nursing

Schedule: Full-time

Shift: PM shift

Hours: 230p-11p

#### **Job Details:**

High school diploma or equivalent is required

Customer service skills are required

Experience is preferred

St. Andrew Life Center in Niles, IL is currently looking for a full-time Resident Assistant. Provide assistance with activities of daily living, resident activities, resident transport, resident laundry, responding to emergency calls from residents and providing a home-like caring environment. High School diploma or equivalent required. Previous experience working in a long-term care facility preferred. Hrs are 3PM-11PM.

To apply go to [www.reshealth.org](http://www.reshealth.org)

### **Receptionist**

Johnson & Armel

Location: Chicago, IL 60604

Base Pay: \$13.75 - \$16.50 /Hour

Employee Type: Full-Time

Industry: Not for Profit - Charitable

Healthcare - Health Services

Job Type: Admin – Clerical, Customer Service

Education: High School

Experience: 0 to 2 year(s) Post Date: 6/1/2010

#### **Description**

If you have excellent people skills and an outgoing personality, as well as, word processing skills with excellent typing abilities, we have an ideal job that is immediately available as a receptionist for our company. We provide services for children and adults with developmentally disabilities.

\$13.75- \$16.50 an hour.

#### **Requirements**

High School diploma is required.

To apply go to [www.careerbuilder.com](http://www.careerbuilder.com)