**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS


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


Chicago Austin * Oak Park * Riverside * North Riverside * Brookfield * Berwyn * Proviso Township * Forest Park * La Grange * LaGrange Park * Western Springs

1/19/2018

| | |
|---|---|
| Job Title: | Office Assistant - Opt 2 |
| Agency: | Corrections |
| Closing Date/Time: | Wed. 01/31/18 4:00 PM Central Time |
| Salary: | $2,889.00 - $4,016.00 monthly |
| Job Type: | Full-Time |
| Location: | Will County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC014 |
| Bid ID#: | IDOC29-82-18-0378 |

Under the general supervision, of the Clinical Services Supv.; provides supporting clerical functions within Field Services office at the Stateville Reception & Classification Center; prepares and copies pre-release and post release material; maintains files.

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: (815)727-3607 extension 6693
Fax: (815)727-0838

1/19/2018

| | |
|---|---|
| Job Title: | Corrections Identification Technician |
| Agency: | Corrections |
| Closing Date/Time: | Wed. 01/31/18 4:00 PM Central Time |
| Salary: | $3,994.00 - $5,955.00 monthly |
| Job Type: | Full-Time |
| Location: | Will County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC006 |
| Bid ID#: | IDOC29-82-18-0360 |

Under general supervision of the Corrections Identification Supv., participates in a program of fingerprint and photographic identification at the Stateville Reception & Classification Center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: (815)727-3607 extension 6693
Fax: (815)727-0838

1/19/2018

| | |
|---|---|
| Job Title: | Corrections Clerk III |
| Agency: | Corrections |
| Closing Date/Time: | Wed. 01/31/18 4:00 PM Central Time |
| Salary: | $4,224.00 - $6,361.00 monthly |
| Job Type: | Full-Time |
| Location: | Will County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | CU500 |
| Bid ID#: | IDOC29-82-18-0022 |

Under direction of the Senior Public Service Administrator, independently performs a variety of complex tasks requiring independence of action; receives and responds to correspondence and letters from inmates; investigates complaints; prepares complex racial breakdown reports; prepares memos and letters for the Assistant Warden of Operations; escorts inmates and visitors to Assistant Warden's office; supervises and assigns work activities of staff assigned to office; enforces and maintains safety, security and custodial measures within the office.

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center, P.O. Box 112, Joliet, IL 60434

Phone: (815)727-3607 extension 6693
Fax: (815)727-0838

1/19/2018

| | |
|---|---|
| Job Title: | Office Assistant - Opt 2 -MAILROOM |
| Agency: | Corrections |
| Closing Date/Time: | Wed. 01/31/18 4:00 PM Central Time |
| Salary: | $2,889.00 - $3,933.00 monthly |
| Job Type: | Full-Time |
| Location: | Perry County, Illinois |
| Number of Vacancies: | 2 |
| Plan/BU: | RC014 |
| Bid ID#: | IDOC29-62-18-0199 |

Under general supervision of the Office Administrator II, performs a variety of difficult clerical duties processing all institutional and inmate mail incoming and outgoing; type various forms and reports.

CONTACT:
Cliff Van Zandt, Human Resource Representative
Pinckneyville, IL 62274
PH: 618-357-9722 ext. 2053
FAX: 618-357-2083

1/19/2018

| | |
|---|---|
| Job Title: | Highway Maintainer |
| Agency: | Transportation |
| Closing Date/Time: | Mon. 01/22/18 4:30 PM Central Time |
| Salary: | $4,741.00 - $6,321.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County Zone 1, Illinois |
| Number of Vacancies: | 24 |
| Plan/BU: | HR001 |
| Bid ID#: | IPR#42523 |

Performs a variety of tasks related to the removal of disabled vehicles from the roadway as well as all call box assists. Operates CDL licensed vehicles

**APPLICANTS MUST SUBMIT *BID FORM FOR MONTHLY SNOWBIRDS IN ACCORDANCE WITH MOU FORM* (PM 12E) TO DENISE HAMILTON, 2300 SOUTH DIRKSEN PARKWAY, ROOM 113, SPRINGFIELD, IL 62764, fax: 217/557-3134 OR EMAILED TO DOT.CO.BPM.EmploymentApplications@illinois.gov BY: 4:30 P.M. ON THE CLOSING DATE OF THIS POSTING.** FOR FURTHER INFORMATION, PLEASE CONTACT DENISE HAMILTON AT 217/782-5594.

1/19/2018

| | |
|---|---|
| Job Title: | Highway Maintainer |
| Agency: | Transportation |
| Closing Date/Time: | Mon. 01/22/18 4:30 PM Central Time |
| Salary: | $4,712.00 - $6,282.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County Zone 5, Illinois |
| Number of Vacancies: | 3 |
| Plan/BU: | HR001 |
| Bid ID#: | IPR#42560 |

Performs a variety of tasks related to the maintenance, repair and upkeep of roads, bridges and other related structures and features. Operates CDL licensed vehicles.

**APPLICANTS MUST SUBMIT *BID FORM FOR MONTHLY SNOWBIRDS IN ACCORDANCE WITH MOU FORM* (PM 12E) TO DENISE HAMILTON, 2300 SOUTH DIRKSEN PARKWAY, ROOM 113, SPRINGFIELD, IL 62764, fax: 217/557-3134 OR EMAILED TO DOT.CO.BPM.EmploymentApplications@illinois.gov BY: 4:30 P.M. ON THE CLOSING DATE OF THIS POSTING.** FOR FURTHER INFORMATION, PLEASE CONTACT DENISE HAMILTON AT 217/782-5594.

1/19/2018

| | |
|---|---|
| Job Title: | Revenue Audit Supervisor |
| Agency: | Revenue |
| Closing Date/Time: | Mon. 01/22/18 5:00 PM Central Time |
| Salary: | $6,547.00 - $10,163.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | DOR 17001 |

Under general direction, plans, directs and supervises a staff of Auditors in conducting field audits of Illinois and out-of-state taxpayers subject to one or more taxes administered by the Department of Revenue; serves as a working supervisor; makes case assignments; contacts high level officials of major companies prior to audit; resolves controversial issues; conducts audit conferences; personally conducts audits of a highly sensitive nature; accompanies subordinate staff to taxpayers when it is already known technical guidance and assistance will be needed; confers with Bureau management on highly controversial or technical matters; serves as an expert Agency witness at hearings or in court; confers by telephone or in person with taxpayers; recommends revisions to tax auditing policies and procedures; provides technical support to staff members; conducts regular staff meetings; provides on-the-job training to staff members; evaluates and counsels staff members providing continuous feedback on performance.

**Agency Contact:**
Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-9925 Fax

1/19/2018

| | |
|---|---|
| Job Title: | Mental Health Administrator I |
| Agency: | Human Services |
| Closing Date/Time: | Mon. 01/22/18 5:00 PM Central Time |
| Salary: | $4,377.00 - $6,581.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County Zone 3, Illinois |
| Number of Vacancies: | 01 |
| Plan/BU: | RC062 |
| Bid ID#: | 10-72-104239 |

Under general direction of the Unit Administrator, acts as the Assistant Unit Administrator in coordinating treatment programs, assisting in policy development, and monitoring implementation of habilitation plans. Assists in the development of unit policy; provides interpretation of programs and procedures to both professional and nonprofessional unit staff; provides direction regarding formulation and implementation of habilitation treatment plan to unit staff; makes rounds and observes implementation of treatment plans; evaluates the effectiveness of plans.

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
114 N. Orchard Drive
Phone: 708-283-3015
Fax: 708-283-3017

1/19/2018

| | |
|---|---|
| Job Title: | Management Operations Analyst II |
| Agency: | Children & Family Services |
| Closing Date/Time: | Thu. 01/25/18 5:00 PM Central Time |
| Salary: | $4,873.00 - $7,392.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | 1808002-085898 |

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case; independently analyzes records and identifies positive and negative trends; works to develop team performance profiles

Agency Contact:
Michele Shoultz-Hughes
406 E Monroe, stat. 373
Springfield, Il 62701
Phone: (217) 558-0502
Fax: (217) 524-3970
E-mail: Michele.Shoultz-Hughes@illinois.gov

1/19/2018

| | |
|---|---|
| Job Title: | Corrections Leisure Activities Specialist I |
| Agency: | Corrections |
| Closing Date/Time: | Tue. 01/30/18 3:00 PM Central Time |
| Salary: | $3,957.00 - $5,854.00 monthly |
| Job Type: | Full-Time |
| Location: | Vermilion County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | IDOC-29-97-18-0073 |

Under direct supervision, functions at the beginning professional level by participating in providing for the direct delivery of professional leisure time activities to offenders at Danville Correctional Center; participates in planning and coordinating leisure activities; maintains records.

**CONTACT**:
Melisa Higgins, Human Resources Representative
Danville Correctional Center
3820 E. Main Street
Danville, IL 61834
Phone: (217) 446-0441, Ext. 215
Fax: (217) 446-9945
Email: melisa.higgins@illinois.gov

1/19/2018

| | |
|---|---|
| Job Title: | Office Coordinator - Opt 2 |
| Agency: | Transportation |
| Closing Date/Time: | Tue. 01/30/18 3:30 PM Central Time |
| Salary: | $3,027.00 - $4,223.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC014 |
| Bid ID#: | IPR#42525 |

Under direction as a secretary to the Section Manager of the Labor/EEO and DBE Contract Compliance Section performs a wide variety of difficult and complex technical secretarial and office support functions.

Please visit:
http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index to view the entire job posting.
For further information, please call the Bureau of Personnel Management at 217-782-5594.

1/19/2018

| | |
|---|---|
| Job Title: | Educator - Opt MCC |
| Agency: | Human Services |
| Closing Date/Time: | Tue. 01/30/18 4:00 PM Central Time |
| Salary: | $3,831.00 - $3,831.00 monthly |
| Job Type: | Temporary |
| Location: | Morgan County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | HR010 |
| Bid ID#: | 10-43-8-101686 |

**THIS IS A SUBSTITUTE TEACHER POSITION.** Under direction of the School Principal at the Illinois School for the Deaf, performs highly specialized teaching duties at the appropriate level in academic areas; applies standard and special teaching methods and techniques in instructing students who are deaf and hard of hearing, some with secondary disabling conditions. Adapts methods to meet the needs of the type of students encountered; fosters discipline, good study habits and positive self-concept in the individual students being served. Utilizes sign language to communicate with students on a daily basis.

**WORK LOCATION/AGENCY CONTACT**
Illinois School for the Deaf
Attn: Angela Leavell
125 S. Webster Ave.
Jacksonville, IL 62650
phone: 217-479-4224
fax: 217-479-4294
email: DHS.ISDHiring@illinois.gov

1/19/2018

| | |
|---|---|
| Job Title: | Office Coordinator - Opt 2 |
| Agency: | Human Services |
| Closing Date/Time: | Wed. 01/24/18 5:00 PM Central Time |
| Salary: | $3,027.00 - $4,223.00 monthly<br>$36,324.00 - $50,676.00 annually |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC014 |
| Bid ID#: | 10-91-104244 |

Under direct supervision, serves as secretary to adn performs paraprofessional and technical office support functions for the Local Office Administrator of the Lower North Office. Assists in a variety of office management and support functions. Types a variety of forms, form letters, cards and records.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

1/19/2018

| | |
|---|---|
| Job Title: | Building/Grounds Maintenance Worker |
| Agency: | Military Affairs, Department of |
| Closing Date/Time: | Wed. 01/24/18 12:00 AM Central Time |
| Salary: | $3,371.00 - $4,826.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC042 |
| Bid ID#: | 18-029 |

**EXAMPLE OF WORK:** Under direct supervision, regularly performs a variety of semi-skilled labor or building mechanical work below the journeyman level and may directly assist skilled craftsmen; or operates vehicles and heavy equipment as required, in the maintenance of the facility and grounds.

**FOR ADDITIONAL INFORMATION:** Contact Lindsi Morrow at (217) 761-3633 or Janice Estes at (217) 761-3786.

1/19/2018

| | |
|---|---|
| Job Title: | Public Service Administrator - Opt 8L |
| Agency: | Pollution Control Board |
| Closing Date/Time: | Tue. 01/23/18 11:59 PM Central Time |
| Salary: | $3,116.00 - $9,765.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Bid ID#: | PCB PSA8L 1801 |

Under administrative direction of the General Counsel of the Illinois Pollution Control Board, the incumbent performs specialized legal work including review of existing regulatory provisions and administrative policies to streamline environmental regulation. In addition, performs specialized legal work including pollution control and/or environmental laws and confidential administrative work as a technical advisor for the Board in preparing Board opinions and orders, in conducting regulatory hearings, and in representing the Board before the Joint (Legislative) Committee on Administrative Rules. Reviews case records including transcripts, evidence, exhibits and pleadings; researches applicable Federal, State and Local environmental laws including pollution control and/or environmental laws, regulations and policies

Agency Contact:
Kathy Griffin, Chief Fiscal Officer
1021 N. Grand Ave., East
P.O. Box 19274
Springfield, IL 62794-9274

E-Mail: Kathy.Griffin@illinois.gov
Fax: 217-524-8508

1/19/2018

| | |
|---|---|
| Job Title: | Educator - Opt C |
| Agency: | Juvenile Justice |
| Closing Date/Time: | Tue. 01/23/18 11:59 PM Central Time |
| Salary: | $4,248.00 - $8,061.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC063 |
| Bid ID#: | IDJJ27-10-18-0006 |

Under general supervision of the Principal (PSA), instructs targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

**Contact:**
Melissa Stewart, Personnel Manager
IL Dept. of Juvenile Justice
2715 W. Monroe Street
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)
Melissa.K.Stewart@illinois.gov EMAIL

1/19/2018

| | |
|---|---|
| Job Title: | Child Protection Specialist - Opt SS |
| Agency: | Children & Family Services |
| Closing Date/Time: | Tue. 01/23/18 5:00 PM Central Time |
| Salary: | $4,377.00 - $6,581.00 monthly |
| Job Type: | Full-Time |
| Location: | Cook County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC062 |
| Bid ID#: | 1847002-477123 |

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

SUBMIT BIDS TO:
Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

1/19/2018

| | |
|---|---|
| Job Title: | Site Technician II (Upward Mobility Target Title) |
| Agency: | Natural Resources |
| Closing Date/Time: | Mon. 01/29/18 5:00 PM Central Time |
| Salary: | $3,371.00 - $4,826.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC028 |
| Bid ID#: | 12-35-5345 |

Under direct supervision performs a variety of semi-skilled and unskilled duties associated with various building trades and historic skilled crafts, including but not limited to, carpentry, electrical, painting, tree trimming, and removal; cuts and places forms for concrete; makes minor repairs to plumbing/heating/air conditioning equipment; reroofs buildings; restores, renovates or reconstructs period buildings, fences, furniture and artifacts: performs routine building and grounds maintenance and janitorial functions; operates and maintains heavy equipment; maintains daily and monthly operational records and reports; provides leadership and direction to seasonal employees and volunteers.

**WHERE TO APPLY**
Department of Natural Resources
Division of Historic Preservation
Attn: Justin Blandford
One Old State Capitol
Springfield, IL 62701
Phone: 217/622-5279

1/19/2018

| | |
|---|---|
| Job Title: | Building/Grounds Laborer |
| Agency: | Natural Resources |
| Closing Date/Time: | Mon. 01/29/18 5:00 PM Central Time |
| Salary: | $3,240.00 - $4,592.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC042 |
| Bid ID#: | 12-35-5346 |

Under immediate supervision, performs nonskilled cleaning tasks and manual grounds and building labor; including but not limited to scrubbing, waxing and polishing floors; washing windows; cleaning and maintaining restrooms; maintaining lawns; snow removal; trash duties; conducting rounds of various sites to ensure facility safety; and assisting in the upkeep of Agency vehicle fleet; tasks will be performed at various state Historic sites in Springfield.

**WHERE TO APPLY**
Department of Natural Resources
Division of Historic Preservation
Attn: Justin Blandford
One Old State Capitol
Springfield, IL 62701
Phone: 217/622-5279

1/19/2018

| | |
|---|---|
| Job Title: | Office Coordinator - Opt 2 |
| Agency: | Natural Resources |
| Closing Date/Time: | Mon. 01/29/18 5:00 PM Central Time |
| Salary: | $3,027.00 - $4,223.00 monthly |
| Job Type: | Full-Time |
| Location: | Sangamon County, Illinois |
| Number of Vacancies: | 1 |
| Plan/BU: | RC014 |
| Bid ID#: | 12-82-5347 |

Under direction, performs paraprofessional office support functions associated with Summary Revocations/Suspensions and Suspension of Watercraft and Operation Privileges; prepares and completes all Points and Operating under the Influence (OUI) suspensions and expungements; maintains and secures files of a confidential nature; responds to inquiries from sworn staff, attorneys, other agencies and the public.

**WHERE TO APPLY**
Department of Natural Resources
Attn: Curt Stephens
One Natural Resources Way
Springfield, IL 62702
Phone: 217-524-4866

1/19/2018

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx

1/19/2018

# CMS EMPLOYMENT

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

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

Chicago Office:
James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)
Illinois Relay Center 800) 526-0844

MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible Schedule Testing Check in time for tests - clerical and non-clerical is anytime between 8:00 a.m. - 1:30 p.m.

1/19/2018

# What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

**How to apply**

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

## Click Here For the 13 Designated Agencies

**What are the eligibility requirements and qualifications?**

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
  - Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center
  -

1/19/2018

**How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of $10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
- Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
    - Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
      - Completion of all hiring documentation and application inserts
  - Training
    - Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx

- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**Who can you call if you have questions?**

If you still have questions about this program, you can contact the CTA Second Chance Hotline

- 312-681-2293.