



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



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

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

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

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

03/10/2017



Job Title: **Automotive Mechanic - Opt 2**
Agency: Central Management Services
Closing Date/Time: Wed. 03/15/17 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Effingham County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC045**
Bid ID#: **CMS 14114**

Under direct supervision of the Effingham Garage Automotive Shop Supervisor, performs skilled mechanical repairs of medium/heavy trucks, employing standard trade practices and procedures well established in the automotive industry. Inspects and performs major repair and maintenance to various systems and other components requiring service.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

03/10/2017



Job Title: **Boiler Safety Specialist**
Agency: State Fire Marshal
Closing Date/Time: Fri. 03/17/17 4:00 PM Central Time
Salary: \$6,786.00 / Month
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC008**
Bid ID#: **50-50-SFM17-006**

Under general direction, performs technical duties of an inspectional and consultative nature in the administration of the Illinois Boiler and Pressure Vessel Safety Act.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 – Fax

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03/10/2017



Job Title: **Building/Grounds Laborer**
Agency: Military Affairs, Department of
Closing Date/Time: Mon. 03/13/17 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC042**
Bid ID#: **17-028 & 17-029**

Under immediate supervision, performs non-skilled cleaning tasks and manual labor; strips, scrubs, waxes, and polishes floors, washes windows; cleans restrooms; maintains lawns and landscaping; shovels snow; empties trash. Maintains interior and exterior cleanliness and condition of various on-site locations.

FOR ADDITIONAL INFORMATION:

Contact Lindsy Morrow at 217-761-3633 or Janice Estes 217-761-3786

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03/10/2017



Job Title: **Building/Grounds Maintenance Worker**
Agency: Central Management Services
Closing Date/Time: Fri. 03/10/17 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Pulaski County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **CMS 14062**

Under direct supervision of Facility Manager, performs non-skilled and semi-skilled building and grounds work for the Department of Central Management Services operated facilities within the Southern Region occupied by various agencies. Maintains interior cleanliness of facilities on a regular basis. Performs exterior maintenance of facilities.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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03/10/2017



Job Title: **Building/Grounds Maintenance Worker**
Agency: Central Management Services
Closing Date/Time: Fri. 03/10/17 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: **RC042**
Bid ID#: **CMS 14063**

Under direct supervision of Facility Supervisor, receives day-to-day assignments from Building/Grounds Lead I, performs non-skilled building and grounds work within the Central & Southern Region occupied by various agencies; assists with office moves and assembles office furniture, work stations and other equipment

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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03/10/2017



Job Title: **Business Manager**
Agency: Human Services
Closing Date/Time: Tue. 03/14/17 4:59 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#: **10/79-100043**

Under general direction of the Director of Support Services, performs responsible managerial duties in the administration of housekeeping; supervises and directs housekeeping/linen/infectious medical waste removal through subordinate staff

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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03/10/2017



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Vermilion County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **1636500**

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

SUBMIT BIDS TO:
Patty Gideonsen
5415 N University Ave
Suite 103
Peoria, IL 61614
Fax: 309-693-5316

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03/10/2017



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **1632500**

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

SUBMIT BIDS TO:
Patty Gideonsen
5415 N University Ave
Suite 103
Peoria, IL 61614
Fax: 309-693-5316

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03/10/2017



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Knox County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **1632501**

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

SUBMIT BIDS TO:
Patty Gideonsen
5415 N University Ave
Suite 103
Peoria, IL 61614
Fax: 309-693-5316

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03/10/2017



Job Title: **Assistant Inspector General**
Agency: Executive Inspector General *
Salary: \$4,167.00 - \$6,667.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **3292016**

POSITION SUMMARY: Under management direction of the Deputy Inspector General and/or Deputy Inspector General and Chief, serves as Assistant Inspector General. The incumbent is responsible for drafting final summary reports for investigative cases conducted by the Office of Executive Inspector General (OEIG) under the auspices of the State Officials and Employees Ethics Act

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 West Washington Street
Chicago, IL 60602

Contact
Human Resources
312.814.1789

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03/10/2017



Job Title: **Business Manager**
Agency: Human Services
Closing Date/Time: Tue. 03/14/17 4:59 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#: **10/79-100043**

Under general direction of the Director of Support Services, performs responsible managerial duties in the administration of housekeeping; supervises and directs housekeeping/linen/infectious medical waste removal through subordinate staff; verifies compliance and all regulatory agencies standards and continuous quality improvement

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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03/10/2017



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **8**
Bid ID#: **Cook Investigations 2016**

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

Contact:

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

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03/10/2017



Job Title: Child Protection Specialist - Opt SS
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 4
Plan/BU: RC062
Bid ID#: Cook Inv. 2016 (Bilingual)

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

Contact:

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt, 2th Floor
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

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03/10/2017



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Mon. 03/13/17 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#: **1748007-487886**

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

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl.
Chicago, IL 60608

Phone: 312-814-3775
Fax: 312-814-1224
E-mail: Tracey.Hardrick@illinois.gov

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03/10/2017



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Mon. 03/13/17 5:00 PM Central Time

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **1713013-134115**

Under general supervision of the Foster Home Licensing Supervisor, performs a variety of foster care licensing related tasks in accordance with Department rules and procedures; supports, assesses, prepares, and monitors to ensure that foster and adoptive families and their home environment meet required licensing standards; integrates and coordinates required pre-service training into the assessment process; assists in coordinating the foster parent support specialist and develops foster homes

Contact: Zack Booher
Zackary.Booher@illinois.gov
10 Collinsville Ave, Suite 301
East St. Louis, IL 62201
Phone: 618-583-2193
Fax: 618-583-2059

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03/10/2017



Job Title: Child Welfare Specialist (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Mon. 03/13/17 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: RC063
Bid ID#: 1748005-481334

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families

Contact:

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl.
Chicago, IL 60608

Phone: 312-814-3775
Fax: 312-814-1224
E-mail: Tracey.Hardrick@illinois.gov

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03/10/2017



Job Title: Child Welfare Specialist - Opt SS (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Bid ID#: Cook Perm 2016 (Bilingual)

Under general supervision, performs experienced professional casework services to children and families; conducts interviews with clients and professionals to obtain information for the continued diagnosis of problems and development of treatment plans; implements service plans with families; determines the need and coordinates the placement of children in substitute care facilities

Contact:

Tracey Hardrick
Bureau of Operations
1911 S. Indiana, 10th Floor
Chicago, Illinois 60616
Phone: 312-328-2509
Fax: 312-328-2510
Email: Tracey.Hardrick@illinois.gov

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03/10/2017



Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$4,710.00 - \$6,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10-82/38131**

Under general supervision of the nursing supervisor, and in accordance with established standards, policies and procedures, performs professional nursing duties to mentally ill patients. Serves nurse on assigned shift on an in-patient adult residential unit.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141
Fax# 708-338-7078

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03/10/2017



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Thu. 03/09/17 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC028**
Bid ID#: **10-91-100000/1**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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

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03/10/2017



Job Title: **Public Service Administrator -Opt SS6**
Agency: Human Services
Closing Date/Time: Fri. 03/31/17 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-100033**

Under administrative direction, performs highly responsible administrative duties as Assistant Local Office Administrator; supervises subordinate supervisory staff engaged in Income Maintenance, Intake and/or professional operations. Serves as liaison to other State and Local government agencies; provides leadership and administrative direction to other administrative staff.

DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: GEORGETTE PATTERSON
100 S. GRAND AVE. EAST, 3RD FL.
SPRINGFIELD, IL 62762
FAX: (217) 524-3826

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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.

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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 the 13 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
 -

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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

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- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
 - 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.

Uber Driver Partner (Choose Your Own Hours)

WHO WE ARE:

Drive with Uber and get paid INSTANTLY in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you

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drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

WHAT YOU NEED TO KNOW:

- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
- **Get Paid Weekly:** Get checks deposited into your bank account weekly.
 - You're at least 21 years' old
 - You have a 4-door vehicle
 - You have a driver's license and insurance
- You're friendly and excited to earn money on your schedule!

SIGN UP TO DRIVE: QUESTIONS? CALL 888-653-1610