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

04/16/2017

Job Title:	Human Resources Specialist - Opt SS
Agency:	Human Services
Closing Date/Time:	Thu. 04/20/17 5:00 PM Central Time
Salary:	$4,873.00 - $7,392.00 monthly $58,476.00 - $88,704.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-11-100606

Under general direction, organizes, plans, evaluates and assists in the total management process of the Recruitment Section within the Bureau of Recruitment and Selection Establishes and maintains effective working relationships and public relations with private and public organizations in order to recruit protected class applicants for under-utilized positions.

Contact Info:
Bureau of Employee Services
Missy A. Mizera
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

04/16/2017

FAX: 217-524-2116

Job Title:	Health Facilities Surveillance Nurse
Agency:	Public Health
Closing Date/Time:	Fri. 04/14/17 5:00 PM Central Time
Salary:	$5,293.00 - $7,197.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC023
Bid ID#:	44-17-0232

Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Prepares licensure and certification survey/investigation forms

Agency Contact:
Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplications@illinois.gov

04/16/2017

Job Title:	Human Services Casework Manager - Opt SS
Agency:	Human Services
Closing Date/Time:	Tue. 04/18/17 5:00 PM Central Time
Salary:	$4,873.00 - $7,392.00 monthly $58,476.00 - $88,704.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	10-91-100511-100512

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs

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

04/16/2017

Job Title:	Human Services Caseworker
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	$3,891.00 - $5,797.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	I-HCD Continuous

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels.

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).

04/16/2017

Job Title:	Human Services Caseworker (Upward Mobility Target Title)
Agency:	Human Services
Closing Date/Time:	Tue. 04/18/17 5:00 PM Central Time
Salary:	$3,969.00 - $5,913.00 monthly $47,628.00 - $70,956.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-91-99877

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. collects customer data and determines eligibility. Discusses the customer's goals and participation levels.

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

04/16/2017

Job Title:	Human Resources Specialist - Opt SS
Agency:	Human Services
Closing Date/Time:	Thu. 04/20/17 5:00 PM Central Time
Salary:	$4,873.00 - $7,392.00 monthly $58,476.00 - $88,704.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-11-100606

Under general direction, organizes, plans, evaluates and assists in the total management process of the Recruitment Section within the Bureau of Recruitment and Selection Establishes and maintains effective working relationships and public relations with private and public organizations in order to recruit protected class applicants for under-utilized positions.

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

04/16/2017

Job Title:	Office Clerk - Opt 2
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	$2,694.00 - $3,311.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	C-HCD Continuous

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

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).

04/16/2017

Job Title:	Office Clerk - Opt 1
Agency:	Human Services
Salary:	$2,694.00 - $3,311.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	A-HCD Continuous

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

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).

04/16/2017

Job Title:	Administrative Assistant I - Opt J2
Agency:	Financial & Professional Regulation
Closing Date/Time:	Fri. 04/14/17 5:00 PM Central Time
Salary:	$4,159.00 - $6,218.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	14611

Under general direction, serves as a staff assistant assisting in the implementation and interpretation of policies and procedures for the administration of the facilities manager program for the Department.

Work Hours: 8:30am - 5:00pm
Work Location: IL Department of Financial & Professional Regulation/Administrative Services
JRTC 100 W Randolph, Chicago
Cook County

Agency Contact: Human Resources
320 W Washington St 2nd floor
Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

04/16/2017

Job Title:	Administrative Assistant I - Opt L1
Agency:	Commerce & Economic Opportunity
Closing Date/Time:	Thu. 04/20/17 5:00 PM Central Time
Salary:	$4,159.00 - $6,218.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	CF028
Bid ID#:	DCEO42-05-027.17

Under general direction, serves as staff assistant to the Deputy Director of the Office of Community Assistance; serves as liaison with other agency units and offices; conducts and coordinates studies and special projects; assists with developing and formatting information relative to the planning of the budget; schedules appointments and meetings; updates manual and automated records.

Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Illinois Department of Commerce & Economic Opportunity
Office of Community Assistance
JRTC, 100 W. Randolph Street – Chicago, Illinois 60601

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, Il 62701-1643

PHONE: 217-785-1577 FAX: 217-524-0189

04/16/2017

Job Title:	Human Services Casework Manager - Opt SS
Agency:	Human Services
Closing Date/Time:	Tue. 04/18/17 5:00 PM Central Time
Salary:	$4,873.00 - $7,392.00 monthly $58,476.00 - $88,704.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	10-91-100511-100512

Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family & Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs

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

04/16/2017

Job Title:	Human Services Caseworker
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	$3,891.00 - $5,797.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	I-HCD Continuous

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels.

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).

04/16/2017

Job Title:	Human Services Caseworker (Upward Mobility Target Title)
Agency:	Human Services
Closing Date/Time:	Tue. 04/18/17 5:00 PM Central Time
Salary:	$3,969.00 - $5,913.00 monthly $47,628.00 - $70,956.00 annually
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-91-99877

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. collects customer data and determines eligibility. Discusses the customer's goals and participation levels.

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

04/16/2017

Job Title:	Office Clerk - Opt 2
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	$2,694.00 - $3,311.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	C-HCD Continuous

Under general supervision, verifies the accuracy of authorizations of assistance; posts case status changes to financial control cards; processes authorizations and submits them to Springfield and according to strict time schedule; maintains control on case actions to be taken by casework staff.

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).

04/16/2017

Job Title:	Mental Health Technician I - Opt SS
Agency:	Human Services
Closing Date/Time:	Tue. 04/18/17 5:00 PM Central Time
Salary:	$2,719.00 - $3,779.00 monthly
Job Type:	Full-Time
Location:	Cook County Zone 4, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	10-82/96703

Under immediate supervision performs beginning level duties on a unit for the care treatment and rehabilitation of mentally ill individuals;assists in providing physical care, developing self help skills and supervision of skills of daily living. Communicates in Spanish to those individuals who do not read or speak English.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL 60141-7000

Fax 708-338-7078

04/16/2017

Job Title:	Mental Health Technician II
Agency:	Human Services
Closing Date/Time:	Tue. 04/18/17 4:00 PM Central Time
Salary:	$2,865.00 - $3,998.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	10-82/95260

Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients.
Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

04/16/2017

Job Title:	Administrative Assistant I - Opt J2
Agency:	Financial & Professional Regulation
Closing Date/Time:	Tue. 04/18/17 5:00 PM Central Time
Salary:	$4,159.00 - $6,218.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	14609

Under general direction, performs administrative functions for the Chief of Medical Prosecutions for the Division of Professional Regulation, assists in the planning, directing and evaluating of unit functions; provides coordinative assistance to management related to the administration of the statewide program of regulatory prosecution and discipline for Medical Prosecutions. Travels to various sites to attend meetings and conferences.

Agency Contact: Human Resources
320 W Washington St 2nd floor
Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

04/16/2017

Job Title:	Office Associate - Opt 2
Agency:	Children & Family Services
Closing Date/Time:	Wed. 04/19/17 5:00 PM Central Time
Salary:	$2,935.00 - $4,065.00 monthly
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	1747010-478896

Under direction of the supervisor, performs a variety of complex, specialized clerical support services for multiple direct service teams in a field office, including case file maintenance, typing, records processing, and other office support functions.

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

04/16/2017

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.

04/16/2017

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
  -

b4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
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

04/16/2017

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

b4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
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

- 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

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