



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

05/27/2017



Job Title: Conservation Grant Administrator I
Agency: Natural Resources
Closing Date/Time: Tue. 06/06/17 11:59 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 12-12-5144

Under direction, assists in the administration and procedural standardization of the U.S. Fish and Wildlife Service federal and state-supported grant projects and programs managed by the Office; participates in the preparation, review, tracking, and reporting of grant applications, project amendments, memoranda of understanding, contract documents, expenditures and project accomplishments. Specific programs include all those funded through the Federal Aid in Wildlife Restoration Program, Endangered Species and State Wildlife Grant. Travels statewide to assist in reviews of the Federal Aid in Wildlife Restoration Program, Endangered Species and State Wildlife Grant programs.

WHERE TO APPLY

Department of Natural Resources
Attn: Stephen Baggerly
One Natural Resources Way
Springfield, IL 62702
Phone: 217-785-3884

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05/27/2017



Job Title: Conservation/Historic Preservation Worker
Agency: Historic Preservation
Closing Date/Time: Mon. 06/12/17 5:00 PM Central Time
Salary: \$9.00 - \$9.00 hourly
Job Type: Temporary
Location: Madison County, Illinois
Number of Vacancies: 1
Bid ID#: HPA1718

Under immediate supervision of the Site Manager and on a temporary basis not to exceed 6 months, performs a variety of unskilled manual labor, maintenance and janitorial duties at the historic site.

Agency Contact:

Historic Preservation Agency / Human Resources
313 S 6th St
Springfield, IL 62701
217-524-1282

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05/27/2017



Job Title: Conservation/Historic Preservation Worker
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Sangamon County, Illinois
Number of Vacancies: 400
Bid ID#: 257

TEMPORARY EMPLOYMENT ONLY for the Division of Fairs & Promotional Services.

Under immediate supervision and on a temporary basis for a period not to exceed six months, performs a variety of unskilled manual labor and/or simple clerical duties at the Illinois State Fairgrounds in Springfield. Involves responsibility only for performing work promptly and efficiently.

IL Dept of Agriculture
Bureau of Human Resources
John R. Block Building
IL State Fairgrounds
Springfield, IL 62794
(217) 785-5099

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05/27/2017



Job Title: Conservation/Historic Preservation Worker
Agency: Agriculture
Salary: \$8.25 - \$17.00 hourly
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: 300
Bid ID#: 259

Temporary employment only.

Under immediate supervision, for a period not to exceed 6 months, performs a variety of unskilled manual labor in maintenance and/or simple clerical duties at the DuQuoin State Fairgrounds. Involves responsibility only for performing work promptly and efficiently.

DuQuoin State Fairgrounds
655 Executive Drive
DuQuoin, IL 62832
618-542-1515

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05/27/2017



Job Title: **Correctional Casework Supervisor**
Agency: Corrections
Closing Date/Time: Wed. 05/31/17 4:00 PM Central Time
Salary: \$5,175.00 - \$7,816.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC-29-89-17-0004**

Under general direction of the Clinical Services Supervisor; supervises delivery of counseling and casework services to offenders; supervises, assigns, directs, and evaluates work of correctional counselors and assigned clerical staff; evaluates professional development of staff; completes performance evaluations; imposes discipline (counseling, oral reprimands); refers for more severe disciplinary actions; approves or denies time off; administers provisions of the union contract or personnel rules; serves on various institutional committees; reviews and ensures compliance of policies and procedures.

WORK HOURS: Monday - Friday, 8:00 a.m. - 4:00 p.m.
LOCATION/AGENCY: IDOC Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
CONTACT: Cathy Schaller, HR Representative
2848 W. McDonough St.
Joliet, IL 60436
Ph.: (815) 730-4400 ext. 2007
Fax: (815) 730-4401
Email: cathy.schaller@doc.illinois.gov

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05/27/2017



Job Title: **Correctional Counselor I (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Fri. 06/02/17 4:00 PM Central Time**
Salary: **\$3,957.00 - \$5,854.00 monthly**
Job Type: **Full-Time**
Location: **Will County, Illinois**
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **IDOC-29-89-17-0012**

Under direct supervision of the Correctional Casework Supervisor, performs beginning level professional duties providing counseling and guidance services to offenders; performs routine beginning level case management duties as outlined by facility; participates in recommending and reviewing treatment plans; assists in developing and implementing reentry assessment goals; receives formal and on-the-job training for increased responsibilities and job proficiency. IDOC-29-89-17-0012

WORK HOURS: TBD

LOCATION/AGENCY: IDOC Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436

CONTACT: Cathy Schaller, HR Representative

2848 W. McDonough St.

Joliet, IL 60436

Ph.: (815) 730-4400 ext. 2007

Fax: (815) 730-4401

Email: cathy.schaller@doc.illinois.gov

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05/27/2017



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Mon. 06/05/17 4:00 PM Central Time**
Salary: **\$4,904.00 - \$7,396.00 monthly**
Job Type: **Full-Time**
Location: **LaSalle County, Illinois**
Number of Vacancies: **2**
Plan/BU: **CU500**
Bid ID#: **IDOC-29-80-17-0038/0356**

Under general supervision, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of inmates; monitors compliance with Departmental Rules, Administrative Directives and Institutional Policies.

Sheridan Correctional Center
Faith Ann DiRosa, Human Resources Representative
4017 E. 2603rd Road
Sheridan, IL 60551
Ph: 815-496-2181
Fax: 815-496-2931

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05/27/2017



Job Title: **Corrections Identification Technician**
Agency: **Corrections**
Closing Date/Time: **Wed. 05/31/17 4:00 PM Central Time**
Salary: **\$3,994.00 - \$5,867.00 monthly**
Job Type: **Full-Time**
Location: **Will County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC-29-89-17-0007**

Under general supervision of the Assistant Warden of Operations (Senior Public Service Administrator); assists in conducting a program of fingerprint and photographic identification at the Center; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

WORK HOURS: Monday - Friday, 8:00 a.m. - 4:00 p.m.
LOCATION/AGENCY: IDOC Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
CONTACT: Cathy Schaller, HR Representative
2848 W. McDonough St.
Joliet, IL 60436
Ph.: (815) 730-4400 ext. 2007
Fax: (815) 730-4401
Email: cathy.schaller@doc.illinois.gov

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05/27/2017



Job Title: Corrections Laundry Manager I
Agency: Corrections
Closing Date/Time: Tue. 06/06/17 3:00 PM Central Time
Salary: \$4,351.00 - \$6,577.00 monthly
Job Type: Full-Time
Location: Logan County, Illinois
Number of Vacancies: 1
Plan/BU: RC006
Bid ID#: IDOC-29-88-17-0198

Under general supervision of the Assistant Warden of Operations, Sr. Public Service Adm., exercises managerial responsibility for the operation of an institution laundry at Logan Correctional Center; assists Lincoln Correctional Center and the Springfield Training Academy, which includes planning and coordinating schedules and directing inmate workers.

AGENCY CONTACT:
LAUREL MENDENHALL/HUMAN RESOURCES REPRESENTATIVE
1096 1350TH STREET
LINCOLN, ILLINOIS 62656
217-735-5581 EXT. 219

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05/27/2017



Job Title: Corrections Medical Technician (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Continuous
Salary: \$3,817.00 - \$5,654.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: 1
Plan/BU: RC006
Bid ID#: IDOC 29-85-16-0632

Under general direction, independently performs a variety of skilled practical nursing functions for physically and mentally ill or mentally handicapped patients in a correctional health care unit; makes rounds with physician to monitor and report on patient's progress; examines and interprets symptoms of residents; orders medical and other supplies for unit; prepares and administers medication.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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05/27/2017



Job Title: **Activity Program Aide II**
Agency: Veterans Affairs
Closing Date/Time: Fri. 06/02/17 4:00 PM Central Time
Salary: \$2,719.00 - \$3,779.00 monthly
Job Type: Full-Time
Location: Adams County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-120-17-199**

Under general supervision of the Volunteer/Activities Supervisor, plans and carries out a part of the Activity Therapy program at the Illinois Veterans Home-Quincy. Plans individual and group activities suitable for geriatric residents. Supervises group activity, parties and special events. Guides, leads and instructs residents in specific activity, encouraging individual interest in participation. Observes behavior, reactions and progress of individuals and informs supervisor of significant changes. Assumes responsibility for unit activity programs and special gatherings. Assumes responsibility for preparing activity area, equipment and supplies for the daily program and special events. Keeps supplies and equipment in order. Maintains activity records and prepares reports as requested.

Apply to:
Illinois Veterans' Home @ Quincy
Human Resources Office
1707 N. 12th
Quincy, IL 62301
Ph: 217-222-8641 ext 204/217
Fax: 217-222-2961

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05/27/2017



Job Title: **Administrative Assistant I - Opt F1**
Agency: State Police
Closing Date/Time: Tue. 05/30/17 4:00 PM Central Time
Salary: \$4,253.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **21-66-ISP17-109**

Under general direction of the Commercial Vehicle Section Chief, serves as the Staff Assistant, performing highly responsible administrative duties by providing guidance and direction to section staff regarding department or section functions. Closely monitors budgetary expenditures for both federal and state budgets. Reviews all correspondence for section staff and assists with implementation of programs and procedures of the Section. Serves as the Section's Fleet Coordinator.

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

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05/27/2017



Job Title: **Budget Analyst I**
Agency: Office of Management and Budget
Closing Date/Time: Continuous
Salary: \$3,417.00 / Month
Job Type: Exempt
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Bid ID#: **001**

- Examines and analyzes budget requests from agencies.
- Makes recommendations and provides technical assistance on budget levels for agencies and programs, taking in to account administration priorities, availability of resources and impact on programs.
- Assists in the negotiation of issues related to the budget or state programs, which may include reviewing, researching and recommending alternative budget strategies.
- Prepares/delivers written and oral presentations when necessary.
- Provides written comments on the fiscal and programmatic implications of General Assembly actions; prepares veto messages when needed; monitors agency appropriation bills and amendments.

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:
603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

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05/27/2017



Job Title: **Cancer Registrar I**
Agency: Public Health
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **CF062**
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

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.HRAplications@illinois.gov

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05/27/2017



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; 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.

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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05/27/2017



Job Title: Social Services Career Trainee - Opt SS
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT SS

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

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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05/27/2017



Job Title: Social Services Career Trainee - Opt SS
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT SS

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

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05/27/2017



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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05/27/2017



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **L-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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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.

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- **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