

State Representative La Shawn K. Ford

DAILY JOB LISTINGS



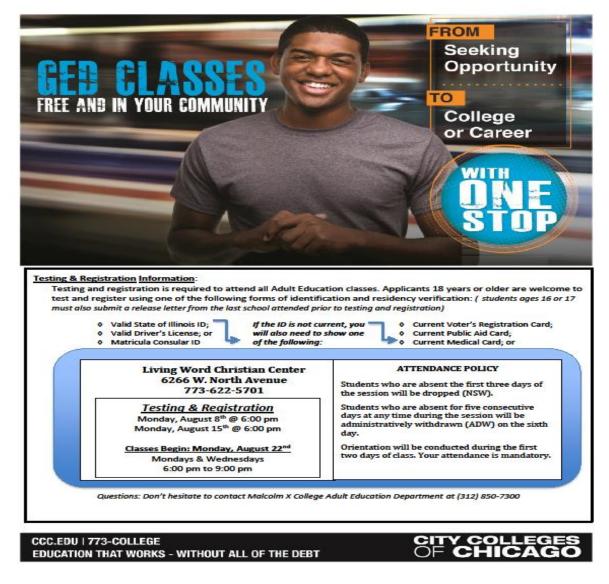
4800 W Chicago Ave, Chicago, IL 60651 TEL: 773-378-5902 FAX: 773-378-5903

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 08/16/2016





08/16/2016





WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS Jobs Found at: www.illinois.gov



Chicago Career Fair

Thursday, September 22, 2016

11:00 AM to 2:00 PM

Holiday Inn Rolling Meadows/Schaumburg 3405 Algonquin Road Rolling Meadows, IL 60008

Thursday, October 20, 2016

11:00 AM to 2:00 PM

Holiday Inn Chicago/Oak Brook 17 W 350 22nd St Oakbrook Terrace, IL 60181

What to bring... Bring plenty of resumes, as you'll be giving them directly to hiring managers at each company. If you have a multi-page resume, make sure your name and contact information are on each page. Be organized and bring supplies you might need i.e. pens, paper, business cards, etc. How long should you spend at the job fair... You can spend as little or as long as you want at the show. Plan to spend one hour at the event. You should be able to speak with at least ten company representatives or more in this time. What do I do at the job fair? Walk up to each company, introduce yourself, shake their hand, give them a resume and ask what positions they are looking for

For more information and to register, visit www.choicecareerfairs.com



Job Title:	Rehabilitation Case Coordinator I - Opt MC
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	\$3,001.00 - \$3,783.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10 41 RCC I OPT MC

Under direct supervision, receives case management instruction necessary for successful coordination of client case records and documents in a field counseling office; performs routine clerical tasks in maintaining client case files, records and documentation pertaining to service delivery activities; follows state, federal and agency rules, regulations, policies, detailed procedures and current operating practices in coordinating client case data; monitors client case status; maintains case files, types case letters and reports; compiles and prepares related case reports as requested.

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).



Job Title:	Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)
Agency:	Human Services
Closing Date/Time:	Fri. 08/19/16 5:00 PM Central Time
Salary:	\$3,792.00 - \$5,601.00 monthly \$45,504.00 - \$67,212.00 annually
Job Type:	Full-Time
Location:	Peoria County, Illinois
Number of Vacancies:	4
Plan/BU:	RC062
Bid ID#:	10-50-93413-94316

Under direct supervision, for a period not to exceed twelve months, receives formal and informal training in the principles, techniques, procedures and policies related to assisting persons with disabilities under the Persons with Disabilities (PWD) Waiver, Brain Injury (BI) Waiver, or AIDS Waiver to live independently in the community and/or their own place of residence with needed supports essential to maintaining an independent lifestyle. Travels in the performance of duties.

Please submit applications to: Missy Stewart Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116 PHONE: 217-557-0347



Job Title:	School Psychologist
Agency:	Juvenile Justice
Closing Date/Time:	Fri. 08/26/16 4:00 PM Central Time
Salary:	\$4,612.00 - \$7,393.00 monthly
Job Type:	Full-Time
Location:	DuPage County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	IDJJ-27-10-2016-8796

Under general supervision of the Public Service Administrator, performs professional journey level school psychological functions at IYC Warrenville, IYC St. Charles and IDOC Sheridan Correctional Center; administers psychological examinations; makes diagnosis and develops a plan; performs counseling and writes reports.

Agency Contact: Kelly Meeks (630) 983-6213 fax kelly.meeks@doc.illinois.gov



Job Title:	Security Officer Sergeant
Agency:	Veterans Affairs
Closing Date/Time:	Wed. 08/17/16 4:00 PM Central Time
Salary:	\$3,625.00 - \$5,161.00 monthly
Job Type:	Full-Time
Location:	Kankakee County, Illinois
Number of Vacancies:	1
Plan/BU:	RC029
Bid ID#:	34-125-17-03

Performs work involving the safety and protection of residents, employees and property of the facility. Responds to all fire alarms. Makes rounds of inspection, checking for unauthorized movement, breaches of security and unsafe conditions.

Contact: IL Veterans' Home Human Resources Office 815/468-6581



Job Title:	Security Therapy Aide I/Trainee
Agency:	Human Services
Closing Date/Time:	Mon. 08/22/16 4:30 PM Central Time
Salary:	\$3,603.00 - \$5,212.00 monthly
Job Type:	Full-Time
Location:	Madison County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	10-77-663-20-88-94071-4192

Under general supervision of Nurse Manager, for the night shift on forensic unit AFC-C performs routine tasks in dispensing therapeutic custodial care to adults in a secure residential care forensic unit. Coordinates the movements, conduct, activities and basic care of patients under his jurisdiction. Provides subprofessional counseling; prepares routine reports concerning patient behavior, process and response to treatment of medication; confers with supervisors concerning special programs.

Vicki Warren Alton Mental Health Center 4500 College Avenue Alton, Illinois 62002



Job Title: Shift Supervisor	
Agency: Corrections	
Closing Date/Time: Wed. 08/24/16 4:00 PM Central Til	me
Salary: \$6,698.00 - \$9,894.00 monthly	
Job Type: Full-Time	
Location: Macon County, Illinois	
Number of Vacancies: 1	
Plan/BU: VR704	
Bid ID#: IDOC-29-61-16-0009	

Under direction of the Asst. Warden of Operations, Sr. Public Service Adm., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conductive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments.

AGENCY CONTACT:

Becky Frost Human Resources Representative Decatur Correctional Center 2310 East Mound Road P.O. Box 3066 Decatur IL 62524 217-877-0353 Ext. 424 becky.frost@doc.illinois.gov



Job Title: Shift Supervisor Agency: Corrections Closing Date/Time: Thu. 08/18/16 4:00 PM Central Time Salary: \$6,698.00 - \$9,894.00 monthly Job Type: Full-Time Location: Logan County, Illinois Number of Vacancies: 1 Plan/BU: VR704 Bid ID#: IDOC-29-95-16-0006

Under direction of the Assistant Warden of Operations, Sr. Public Service Administrator., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conductive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Management sheets for shift assignments.

Contact: Twyla Pillow, Human Resources Representative 1098 1350th Street Lincoln, IL 62656 (217)735-5411 x207 (217)735-5381 fax



Job Title: Shift Supervisor Corrections Agency: Closing Date/Time: Fri. 08/19/16 4:00 PM Central Time Salary: \$6,698.00 - \$9,984.00 monthly Job Type: Full-Time Location: Randolph County, Illinois Number of Vacancies: 1 Plan/BU: VR704 Bid ID#: IDOC-29-83-17-3131

Under direction of the Assistant Warden of Operations, Senior Public Service Administrator, supervisors and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conductive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments

CONTACT: Jill Wehrheim, Human Resource Representative and/or Tammy Cole, Human Resource Associate, Menard Correctional Center P. O. Box 711 Menard, IL 62259 618-826-5071 x2351 Fax 618-826-1121



Job Title: Shift Supervisor Corrections Agency: Closing Date/Time: Wed. 08/17/16 4:00 PM Central Time \$6,698.00 - \$9,894.00 monthly Salary: Job Type: Full-Time LaSalle County, Illinois Location: Number of Vacancies: 1 Plan/BU: VR704 Bid ID#: IDOC29-80-17-0012

Under the direction of the Assistant Warden of Operations, Sr. Public Service Adm., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conductive to security and rehabilitative needs of inmates; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments.

AGENCY CONTACT:

Kristi Haage, HRR Sheridan Correctional Center 4017 E 2603rd Rd Sheridan, IL 60551



Job Title: Social Service Program Planner III Human Services Agency: Wed. 08/17/16 5:00 PM Central Time Closing Date/Time: \$4,873.00 - \$7,392.00 monthly Salary: \$58,476.00 - \$88,704.00 annually Job Type: Full-Time Location: Sangamon County, Illinois Number of Vacancies: 3 Plan/BU: RC062 Bid ID#: 10-66-97361/62/63

Under general direction of the Southern & Central Quality Review Supervisor, provides the more complex input in planning and coordinating the service plan or programs associated with directing and conducting on-and off-site assessments of certified, licensed operated and/or funded developmental disabilities service agencies (including but not limited to community integrated living arrangements, state operated developmental centers

Please submit applications to: Kelly Kindred Bureau of Employee Services 100 S. Grand Avenue East, 3rd Floor Springfield, IL 62762 FAX: 217-524-2116 PHONE: 217-557-0347



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.

Contact:

Employee Services, HCD 100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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).



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.

Contact:

Employee Services, HCD 100 South Grand Avenue East, 3rd floor Springfield, IL 62762

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).



Job Title:	Public Service Administor
Agency:	Comptroller *
Closing Date/Time:	Tue. 08/16/16 4:30 PM Central Time
Salary:	\$45,000.00 - \$70,000.00 annually
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	MC-06
Bid ID#:	17-03

Performs supervisory duties for the payroll/retirement unit. Serves as a guide to employees and outside agencies in completing accurate payroll and pension payment processing in a timely manner. Communicates, reconciles, and researches any payroll, retirement, contractual or household employee issues. Leads research inquiries from the IRS, auditors, outside agencies and other states.

Department of Human Resources (217/782-6086)

325 West Adams Street, Room 102 Springfield, Illinois 62704-1858



Job Title:	Public Service Administrator - Opt 1
Agency:	Human Rights Department
Closing Date/Time:	Tue. 08/16/16 5:00 PM Central Time
Salary:	\$6,141.00 - \$9,472.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	16-49

Under general direction is responsible for the administrative operation of the downstate offices. Supervise professional and support personnel engaged in investigation of charges of discrimination according to established policies, plans, assigns and reviews the activities of investigators, trains and advises staff in investigative methods and procedural guidelines; reviews and approves work products; evaluates work performance; provides motivation and discipline to staff as necessary.

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).



Job Title:	Public Service Administrator - Opt 1
Agency:	Healthcare & Family Services
Closing Date/Time:	Wed. 08/17/16 5:00 PM Central Time
Salary:	\$3,116.00 - \$9,765.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	GB063
Bid ID#:	MP1971

Subject to management approval, plans, directs and evaluates the statewide Medical Eligibility System Reporting Program; directs the development, revision and production of daily, monthly and quarterly system performance reports

Agency Contact: Kim Fitzgerald Division of Medical Programs 201 South Grand Avenue East, 3rd Floor Springfield, IL 62763



Job Title:	Public Service Administrator - Opt 2
Agency:	Human Services
Closing Date/Time:	Tue. 08/16/16 5:00 PM Central Time
Salary:	\$3,116.00 - \$9,765.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	GB062
Bid ID#:	10-83-97309

Supervises staff, assigns work; approves time off; provides guidance and training; recommends and imposes disciplinary action; effectively recommends grievance resolutions; completes and signs performance evaluations. Plans directs and supervises the business management and the general service operation function for McFarland through subordinate managers including, but not limited to, business office, stores, dietary, housekeeping, property control, payroll/timekeeping, contracts and procurement

Mrs. Cynthia Newman Phone: 217/786-6964 Fax: 217/786-7164



Job Title:	Supervising Investigator
Agency:	Executive Inspector General *
Closing Date/Time:	Tue. 08/16/16 11:00 PM Central Time
Salary:	\$3,750.00 - \$7,083.50 monthly
Job Type:	Exempt
Location:	Sangamon County, Illinois
Number of Vacancies:	1

Bid ID#: 103

POSITION SUMMARY: Subject to the management approval of the Executive Inspector General and under the direction of a Deputy Inspector General and/or Deputy Inspector General and Chief, serves as Supervising Investigator (SI).

9:00 a.m. - 5:00 p.m. Office of Executive Inspector General 607 East Adams Street, 14th Floor Springfield, IL 62701 Human Resources Division 312.814.1789



Job Title:	Storekeeper III
Agency:	Human Services
Closing Date/Time:	Wed. 08/17/16 4:00 PM Central Time
Salary:	\$22.36 - \$32.75 hourly \$1,683.23 - \$2,465.54 biweekly \$3,647.00 - \$5,342.00 monthly \$43,764.00 - \$64,104.00 annually
Job Type:	Full-Time
Location:	Cook County Zone 4, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	16-82/97039

Under general direction, serves as a lead worker to lower level staff; plans, directs and monitors large scale store keeping and warehousing work at the Madden Mental Health Center involving the receipt, storage and distribution of varied stock including equipment, mechanical, office supplies, forms, household supplies, etc.

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

Fax#708-338-7078



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 <u>each</u> 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.



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)
- o Drug/alcohol program (i.e. Methadone treatment)
- Work release center
- 0



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.
- 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.



10 REASONS TO CONSIDER JOINING THE ARMED FORCES

Whether you are considering the military out of a sense of Patriotism or duty, for action and adventure, or for a steady job in a depressed economy, there is something for everyone. Here are 10 reasons the military may be a good fit for you.





1. Patriotism, defending our nation, and a sense of duty. Military service is a time-honored way to serve others first. Walter Reuther is quoted as saying, "There is no greater calling than to serve your fellow men. There is no greater contribution than to help the weak. There is no greater satisfaction than to have done it well." (Source). This quote sums up what it means to serve. When you join the military, you learn the true meaning of service.

2. Jobs in a down economy. The US has experienced a difficult economy over the last few years, including high levels of unemployment, rising costs, and the outsourcing of many jobs. If you are looking for employment, consider the military, which continues to offer jobs for those who are qualified medically and academically, and who do not have an extensive criminal record.

3. Pay and benefits. A new second lieutenant starts at over \$36,000 a year plus full benefits, not including added monthly allowances of up to \$3,000, depending on where he or she is stationed. An enlisted person starts at around \$20,000 a year plus full benefits, not including added monthly allowances of up to \$1,500 depending on where he or she is stationed. Enlistment and re-enlistment bonuses can be over \$20,000. After serving only 3 years, some nuclear trained enlisted members in the Navy receive bonuses of \$90,000 for re-enlisting. Student loans can be relieved by up to \$65,000. The military is also one of the few places where you can get a full pension after serving 20 years or more. Military can reach 50-75% of the average of your final three years base salary. In some instances, you can receive more than 75% of your base pay in retirement.

4. Full medical coverage for you and your family. Military members are immediately eligible for full health care benefits for themselves and their immediate family members as soon as they enter



the service, and if you stay through until retirement, you and your family can take these benefits with you when you leave the military. These health benefits extend to immediate family (e.g. spouses and children, and sometimes dependent parents). You may also be eligible for temporary military healthcare benefits after you leave the service.

5. Skills and training. The military provides advanced technical training in a variety of career fields and also offers opportunities for additional training when you are off-duty. Many military members are able to attend college that is often paid for by tuition assistance. You can use your training opportunities to advance within your career field, earn certifications or degrees, or prepare yourself to transition back into civilian life.

6. Leadership opportunities. Military leadership is a great way to get your resume for your next career. If you were to hire someone, would you want to hire someone with proven skills and experience and a degree, or someone right out of high school/college? Give me the experienced professional any day of the week! (More tips for creating your post-military resume).

7. Travel opportunities and vacation time. The military has installations all around the world and pays for you and your family to get there and back. Your off duty time is yours and you are free to travel and see the world. The military gives you 30 days of paid leave per year, not including weekends and federal holidays, depending on your job.

Benefits after Leaving the Service



8. Education opportunities after you leave the military. The new GI Bill pays veterans who served at least 36 months a monthly living stipend and full tuition to pay for college, after they leave the military. Depending on how long the service member commits, this GI Bill can be transferred to spouses and children.

9. Buy a home with no money down with a VA Loan. The Veterans Affairs office offers veterans a way to purchase a home with no money down through the VA Loan. This makes it easier to purchase a home while you are serving, or after you have left the service.

10. A military retirement is worth millions. An officer with 20 years of service, who earns over \$100,000 per year, could retire with a pension of over \$48,000 per year for life in his or her 40's and start a second career. Imagine earning over \$4000 per month for the rest of one's life, starting at age 42. This equates to an accumulative pay of \$480,000, \$960,000, \$1.4 million in 10, 20, and 30 years, respectively, in addition to having full health care coverage and an income from a second job, if desired. (Oh, and those numbers don't account for annual cost of living adjustments which increase your monthly pension).