



07/13/2019

Job Title: **Human Services Caseworker - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 07/23/19 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: **3**
Plan/BU: **RC062**
Bid ID#: **10-91-112443-112445**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write Spanish at a colloquial skill level. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 07/23/19 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: **4**
Plan/BU: **RC062**
Bid ID#: **10-91-112446-112449**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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

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07/13/2019

Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Tue. 07/23/19 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-10-112323**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with course work in business or public administration. Requires one year of responsible administrative experience in a public or business organization, or completion of an agency approved professional management training program. Requires working knowledge of personal computers and familiarity with Excel, Access, and Microsoft Word software programs. Requires ability to travel including overnight stays. Requires physical ability to bend, stoop, and kneel. Requires ability to lift up to 50 pounds.

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

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07/13/2019

Job Title: **Information Systems Analyst II - Opt W**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Tue. 07/23/19 5:00 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **DoIT 20624**

Requires knowledge, skill and mental development equivalent to successful completion of four years of college with course work in computer science or directly related fields, supplemented by three years of professional experience in .NET platform development for large, web-based applications and in GenTax. Requires extensive knowledge of Information Technology concepts and principles, the theories and functions of computer systems, and the principles and techniques of Information Technology documentation. Requires extensive knowledge of the methods, procedures and techniques of conducting studies for system conversions and enhancements

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
DoIT.BidForms@illinois.gov
217-557-7180
217-524-6629 Fax

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Administrative Assistant I - Opt E1**
Agency: Public Health
Closing Date/Time: Tue. 07/23/19 5:00 PM Central Time
Salary: \$4,184.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **idph 26-19-0373**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration, English, data interpretation, statistical analysis specific to public health, public health issues and policies, and epidemiology. Requires one year professional experience in a public or private organization. Requires a familiarity with the effects of demographics on health and the relationship of data to health prevention, protection and promotion.

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 07/26/19 5:00 PM Central Time
Salary: \$4,710.00 - \$6,389.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC023**
Bid ID#: **10-75-111931, 111932**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program credential title. Requires the ability to travel. Requires a valid Illinois Drivers license and proof of insurance.

Interfacility-Wide float 12:00 am - 8:15 am Rotating Days Off with every other weekend off.

Contact:

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

State employees currently in the title of RN1 must submit a Bid Form (State of Illinois Notice of Interest In Vacancy Form) to the contact listed above prior to 5:00 pm on the last date to apply listed above. State employees who are not currently in the title of RN1 must also submit a completed Employment Application (CMS-100) OR a Promotional Application (CMS-100B) and a copy of the RN license and transcripts along with the Bid Form.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **ET IV Geotechnical Field Technician**
Agency: Transportation
Closing Date/Time: Mon. 07/22/19 4:30 PM Central Time
Salary: \$4,695.00 - \$6,735.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43137**

This position is accountable for providing inspection and testing of subgrade, embankment, and footings during construction; recommending timely solutions to embankment, subgrade, and foundation problems to avoid construction delays; evaluating effectiveness of consultant soil testing, inspection, and documentation; reviewing soil reports and plans for accuracy and constructability; and enforcing Standard Specifications on assigned construction sites. This position also serves as an alternate geotechnical-boring supervisor when necessary.

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

Agency Contact: Bureau of Personnel Management, 217/782-5594

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07/13/2019

Job Title: Residential Services Supervisor (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Wed. 07/17/19 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: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10-72-112290

Requires knowledge, skill and mental development equivalent to an Associate of Arts Degree, with course work in the health and human services fields, plus two years direct care experience in a mental health/rehabilitation residential care setting, or requires two years individual care supervisory experience in a mental health/rehabilitation residential care setting. Qualifying state employees in the Upward Mobility Program shall have the state requirements of this classification waived by successful completion of specific proficiency tests and training programs.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Executive Secretary III - Opt 2**
Agency: Juvenile Justice
Closing Date/Time: Thu. 07/18/19 4:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF014**
Bid ID#: **IDJJ27-27-19-1402**

Subject to management approval of the Superintendent (SPSA), serves as an administrative secretary; represents the Superintendent through oral and written correspondence; prepares and/or types documents which have an impact on program policies and procedures; Serves as the facility Local Area Network (LAN) Coordinator; serves as technical resource person; Serves as personnel liaison for IYC-Chicago.

CONTACT:

Olivia Robles
Illinois Youth Center - Chicago
136 North Western Avenue
Chicago, Illinois 60612
312-633-5219
FAX: 312-633-3726
email: Olivia.Robles@Illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Mon. 07/22/19 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: 3
Plan/BU: RC014
Bid ID#: 10-91-112360-112362

Under direction, performs a variety of complex specialized clerical duties for supervisory staff, keyboards documents, processes records and performs general office support functions involving related steps, processes and/or methods requiring application of agency policies and procedures; determines work methods and procedures to complete assignments; provides information/assistance to explain/clarify rules, processes or procedures.

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

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07/13/2019

Job Title: **Social Services Career Trainee - Opt MC**
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 MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$4,710.00 - \$6,484.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10-81-38131**

Requires graduating from an approved nursing education program, resulting in an Associate Degree in Nursing or a Bachelor's degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois.

Agency Contact:

Elgin Mental Health Center
Human Resource Office
750 S. State Street
Elgin, IL 60123
847-742-1040, Ext. 2095 or 2073
Fax: 847-429-4933

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Human Services Caseworker (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/15/19 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: **2**
Plan/BU: **RC062**
Bid ID#: **10-91-112338 & 112339**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Human Services Caseworker - Opt SS**
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#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read 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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07/13/2019

Job Title: **Administrative Assistant II - Opt H7**
Agency: Human Services
Closing Date/Time: Mon. 07/15/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-112291**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration or two years of professional. Experience in a public or private organization.

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

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07/13/2019

Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Thu. 07/18/19 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **01**
Plan/BU: **GB063**
Bid ID#: **1960019- 608861**

Requires a master's degree in social work from a recognized college or university, supplemented by three years of administrative child welfare experience or a master's degree from a recognized college or university in a related human services field, supplemented by four years administrative child welfare experience; requires travel, possession of a valid driver's license, and proof of automobile insurance.

Contact: Laverne Crayton

Phone: (312) 814-1222 Fax: (312) 814-1224 E-mail: laverne.Crayton@illinois.gov
Address 2020 W. Roosevelt Rd, Chicago.IL 60608

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Rapid Results Consultant**
Agency: Central Management Services
Closing Date/Time: Thu. 07/18/19 5:00 PM Central Time
Salary: Negotiable
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CMS 20324**
Education: Bachelor's degree

Experience: A minimum of ten years of experience training, championing, and managing operational excellence programs at an executive level.

Work Location:

Central Management Services
Administrative Operations
100 West Randolph Street
Chicago, IL
Cook County

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 Fax

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 07/26/19 5:00 PM Central Time
Salary: \$4,710.00 - \$6,389.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC023**
Bid ID#: **10-75-111931, 111932**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program credential title. Requires the ability to travel. Requires a valid Illinois Drivers license and proof of insurance.

Interfacility-Wide float 12:00 am - 8:15 am Rotating Days Off with every other weekend off.

Contact:

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560).

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Tue. 07/16/19 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-040 (2)**

The selected candidate must have previous experience with the State of Illinois, the Department of Human Services, the Division of Family and Community Services and specifically, with the IES system. The candidate's knowledge of and experience with the IES and legacy systems will enable them to accurately and effectively identify and correct mistakes in the data currently contained in the legacy system.

Work Location

Ogden FCRC
3920 W Ogden Ave
Chicago, IL

CMS100s should be emailed to:

Felix Lopez
Regional Administrator
Felix.Lopez@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

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Agency: Human Services
Closing Date/Time: Mon. 07/15/19 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: **2**
Plan/BU: **RC062**
Bid ID#: **10-91-112342 & 112343**

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program.

Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to DHS.HiringUnit@illinois.gov

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. 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).



07/13/2019

Job Title: Office Associate - Opt SS2
Agency: Human Services
Closing Date/Time: Mon. 07/15/19 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: 1
Plan/BU: RC014
Bid ID#: 10-91-112337

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance.

Please submit Bid Forms and CMS100 (revised 04/2018) applications to contact address below, faxed to 217-524-2116, or scanned/emailed to DHS.HiringUnit@illinois.gov

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

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07/13/2019



HOSTED BY HARVEY PUBLIC LIBRARY DISTRICT


JOB FAIR



All companies represented at the job fair are seeking to fill open positions. Dress Professionally—first impressions go a long way. Bring multiple copies of your resume'.

 **WHO'S HIRING:** Pace Bus • Metra Bus Services • Illinois Central School Bus Company • Road Runner Truck Driving School • Chicago Child Care Society • Joliet Job Corps • Alpha School Bus Company • Chicago Greater Food Depository • More companies are being added each week!

 **LOCATION:** HARVEY PUBLIC LIBRARY DISTRICT • 15441 Turlington Ave,
 Harvey, IL. For more information call 708-331-0757 x3200

 **DATE:** Friday, July 19th

Harvey Public Library District 15441 Turlington Ave., Harvey, IL 60426 P: 708-331-0757 F: 708-331-5060

Board of Library Trustees

R. Patterson- President J. Nesbitt- Vice President W. Whitaker- Treasurer T. Price- Secretary

M. Ervin- Trustee J. Harris- Trustee C. Morgan-Trustee



07/13/2019

Second Chance Program

CTA's Second Chance program is a nationally recognized program that provides valuable job skills and career opportunities to Chicago residents who often face challenges re-entering the workforce.

The Second Chance program takes a holistic approach to preparing individuals to be self-sufficient. It not only provides jobs to nonviolent ex-offenders, victims of abuse and others who face barriers to employment, but also offers a wide range of training, education, mentoring and networking.

Since 2011, the program has doubled in size to become one of the largest re-entry programs in the country. So far, more than 870 Chicagoans have participated—gaining experience they might not have received elsewhere. More than 260 Second Chance participants have been hired permanently by CTA, with dozens of others moving on to private-sector jobs.

The program has helped hundreds of people turn their lives around, and provide for their families.

How to apply

Job seekers need to actively participate in one of the 19 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, rail car and facility servicer Second Chance positions.

<https://www.transitchicago.com/secondchance/>

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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