



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



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

11/24/18



Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**

Agency: Transportation

Closing Date/Time: Continuous

Salary: \$4,239.00 - \$5,652.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **000**

Plan/BU: **RC451**

Bid ID#: **00000**

Under direct supervision of an Operations Supervisor, maintains and performs repairs a fleet of vehicles at a field headquarters. Ensures compliance with departmental safety rules. Performs mechanical repairs on gasoline diesel vehicles assigned to field headquarters and also conducts repairs at the site of a disabled vehicle. These repairs include: Oil Changes, electrical repair and troubleshooting, radiator repair or replacement, brake inspection or replacement, tire repair or replacement, tune-ups, alternator replacement, water pump installation and any other repairs that may be required. If necessary, may recommend to the immediate supervisor, that other work be done by an outside garage.

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).

11/24/18



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Part-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-81-101709**

Under administrative direction of the Hospital Administrator, serves as the Facility Medical Director with full responsibility for the administration of all medical/clinical and psychiatric care services provided by licensed medical staff including Radiology, EEG/EKG, Laboratory and other clinical services; plans administers and evaluates programs and services, the establishment and measurement of standards for services provided to recipients, the development and implementation of policies and directives and the recruitment and retention of medical staff personnel; serves as an active high ranking member of key facility management and treatment committees including the Hospital Executive Committee.

CONTACT INFORMATION:

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

11/24/18



Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

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).

11/24/18



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Corrections
Salary: \$5,017.00 - \$6,859.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

Under general supervision of the Nursing Supervisor (Public Service Administrator), provides a full range of professional nursing services in the care and treatment of patients: notifies the physician, Director of Nursing, Nursing Supervisor, Health Care Administrator and Shift Commander in case of emergency situations.

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

11/24/18



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.
Position Number: 09836-29-82-431-22-01

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

11/24/18



Job Title: **Administrative Assistant I - Opt C1**
Agency: Employment Security
Closing Date/Time: Mon. 11/26/18 11:59 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#: **RCRA 12199**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or the completion of an agency approved professional management training program. Requires working knowledge of agency policies and procedures. Requires the ability to effectively communicate with others verbally and in written form; perform program studies and prepare reports and recommendations; develop and maintain working relationships; to use a personal computer with associated software packages such as word processing, spreadsheets, database management and electronic mail.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

11/24/18



Job Title: **Public Service Administrator - Opt 1**
Agency: Employment Security
Closing Date/Time: Mon. 11/26/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **RA 02169**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization, preferably with professional supervisory experience in an employment service, social service program or related area providing employment, human resource development or social welfare services and experience negotiating details of a Memorandum of Understanding (MOU). Requires extensive knowledge of U.S. Department of Labor

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORDE.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDE.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

11/24/18



Job Title: Office Clerk - Opt SS1
Agency: Human Services
Closing Date/Time: Mon. 11/26/18 5:00 PM Central Time
Salary: \$2,636.00 - \$3,557.00 monthly
\$31,632.00 - \$42,684.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-108461

Requires knowledge, skill and mental development equivalent to completion of high school. Requires elementary knowledge of grammar, spelling and punctuation. Requires ability to follow oral and written instructions. Requires ability to speak, read and write in Spanish at a colloquial skill level.

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

11/24/18



Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/05/18 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4039**

Under immediate supervision, participates in an agency-sponsored child support enforcement training program of up to twelve months in duration; receives training in and assists with gathering data via face-to-face interviews and other sources and/or reviewing and preparing petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); assists with managing the establishment, modification, and enforcement of court orders; assists with resolving customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; receives training in and assists with interpreting and reviewing support orders, both judicial and administrative, for case review and entry into the system; assists with calculating financial obligations and support balances related to child support accounts.

Agency Contact:
Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 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>

11/24/18



Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/05/18 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4035**

Under immediate supervision, participates in an agency-sponsored child support services training program of up to twelve months in duration; receives training in and assists with gathering data via face-to-face interviews and other sources and/or reviewing and preparing petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); assists with managing the establishment, modification, and enforcement of court orders; assists with resolving customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; receives training in and assists with calculating financial obligations and support balances related to child support accounts.

Agency Contact:
Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

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

11/24/18



Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/05/18 11:59 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: **RC062**
Bid ID#: **CS4034**

Requires successful completion of the Child Support Specialist Trainee program.

Agency Contact:
Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

11/24/18



Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/05/18 11:59 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: **RC062**
Bid ID#: **CS4034**

Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

Agency Contact:
Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

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

11/24/18



Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/05/18 11:59 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CS4037**

Requires education and experience equivalent to four years of college with coursework in psychology, sociology, social welfare, business administration, or finance or equivalent educational attainment in a related field; or, education and experience equivalent to two years of college with a minimum of eight semester hours in finance and four years experience in the Child Support Services program area; or, eight years of experience performing paraprofessional functions in the Child Support Services program area.

Agency Contact:
Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

11/24/18



Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 12/05/18 11:59 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: **RC062**
Bid ID#: **CS4036**

Under direction, gathers data via face-to-face interviews and other sources and/or reviews and prepares petitions, including those from other IV-D agencies/jurisdictions for Custodial Parents (CPs); manages the establishment, modification, and enforcement of court orders; resolves customer service issues in a Call Center environment through direct customer contact or with other state agencies, legal partners, etc., by phone, written correspondence, and e-mail; interprets and reviews support orders, both judicial and administrative, for case review and entry into the system; calculates financial obligations and support balances related to child support accounts.

Agency Contact:
Division of Child Support Personnel
509 S. 6th Street
Springfield, IL 62701
Work (217) 557-3900
Fax (217) 524-3960

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

11/24/18



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

Agency: Children & Family Services

Closing Date/Time: Wed. 12/05/18 5:00 PM Central Time

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

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **01**

Plan/BU: **RC063**

Bid ID#: **1860139-606254**

Under general supervision, performs highly specialized professional adoption and subsidized guardianship casework services; conducts assessments and home studies to determine the suitability of prospective adoptive homes; prepares and counsels birth parents and adoptive families regarding placement or conversion to adoption or subsidized guardianship; counsels on available services and makes referrals when appropriate; seeks adoptive parents for waiting children through contacts with other home finding units; prepares a child-specific, strength-based adoptive plan; prepares and maintains case documentation; prepares statistical and narrative reports; responds to informational requests regarding adoption services.

SUBMIT BIDS TO:
Paige Baker
DCFS - 406 E. Monroe St., Station #30
Springfield, IL 62701

Paige.Baker@illinois.gov
Phone: (217) 557-7430
Fax (217) 785-0395

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORDD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORDD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

11/24/18



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Part-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **10-81-101709**

Under administrative direction of the Hospital Administrator, serves as the Facility Medical Director with full responsibility for the administration of all medical/clinical and psychiatric care services provided by licensed medical staff including Radiology, EEG/EKG, Laboratory and other clinical services; plans administers and evaluates programs and services, the establishment and measurement of standards for services provided to recipients, the development and implementation of policies and directives and the recruitment and retention of medical staff personnel; serves as an active high ranking member of key facility management and treatment committees including the Hospital Executive Committee.

CONTACT INFORMATION:

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

11/24/18



Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

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).

11/24/18



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Corrections
Salary: \$5,017.00 - \$6,859.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

Under general supervision of the Nursing Supervisor (Public Service Administrator), provides a full range of professional nursing services in the care and treatment of patients: notifies the physician, Director of Nursing, Nursing Supervisor, Health Care Administrator and Shift Commander in case of emergency situations.

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

11/24/18



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Under immediate supervision for a period of six to twelve months, participates in an agency sponsored training program, receiving a combination of comprehensive classroom and on the job training in the nursing field. Receives training in conforming with established standards, procedures, policies and security guidelines and providing the full range of professional nursing services in the care and treatment of inmate patients in a correctional facility.
Position Number: 09836-29-82-431-22-01

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

11/24/18



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Cook Inv. 2017 (Bilingual)**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; 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; translates and interprets, both orally and in writing, for Spanish speaking clients.

Contact:

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

11/24/18



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: **RC062**
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.HRApplcations@illinois.gov

11/24/18



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.**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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