



02/10/2019

Job Title: **Social Service Community Planner**
Agency: Children & Family Services
Closing Date/Time: Wed. 02/20/19 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **1964002-649466**

Under general supervision, processes requests for day care services for eligible clients; initiates billing and payment documentation for such services and maintains appropriate monitoring and service level reports; serves as a resource for Department and private agency staff, as well as daycare providers, clients, and foster parents with regard to daycare policies, procedures, and payment regulations.

Contact:

Shirley Treseler
406 E. Monroe, Station 440
Springfield, Illinois 62701
217-524-4391
Email: Shirley.Treseler@illinois.gov
Fax: 217-785-1765

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).



02/10/2019

Job Title: **Public Service Administrator - Opt 6I**
Agency: Human Services
Closing Date/Time: Wed. 02/20/19 5:00 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#: **10-48-109932**

Under general direction, plans, implements, coordinates and supervises coordination of program activities for Region 1 of the Division of Rehabilitation Services. Assures service needs are being met in accordance with applicable rules, policies, standards, and procedures. Directs and coordinates staff planning and fiscal monitoring for assigned section of the state.

Sam Silva
Samantha.Silva@illinois.gov
BES- Rehab Services
100 S Grand Ave East
Springfield, IL

FAX: 217-524-3826

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).



02/10/2019

Job Title: **Health Facilities Surveillance Nurse - Opt SS**
Agency: Public Health
Closing Date/Time: Wed. 02/20/19 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC023**
Bid ID#: **See Below**

Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Speaks and writes Spanish at a colloquial skill level to members of the Spanish speaking community.

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.HRAApplications@illinois.gov

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02/10/2019

Job Title: **Human Services Caseworker - Opt AR (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Wed. 02/20/19 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#: **10-91-109957-109958**

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

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).



02/10/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Thu. 02/21/19 4:00 PM Central Time
Salary: \$2,935.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-05-19-9120

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs. Requires extensive knowledge of composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires ability to keyboard accurately at 45 wpm.

Agency Contact:
Christie Austin, Parole Personnel
1301 Concordia Court
PO Box 19277
Administration Building
Springfield IL 62794
www.christina.austin@illinois.gov
217.557.6018 fax (include coversheet)

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).



02/10/2019

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Fri. 02/22/19 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: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-110014**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

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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02/10/2019

Job Title: Office Coordinator - Opt SS2
Agency: Public Health
Closing Date/Time: Thu. 02/14/19 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDPH 44-19-0199

Under direction of the Regional Supervisor, performs a variety of paraprofessional and complex specialized office support functions; performs difficult and complex typing. Performs a variety of clerical work that requires choice of procedures and independence of action in disposition of routine matters. Maintains and updates a variety of files. Serves as IT Coordinator for LTC Field Operations Regional Staff. Speaks and writes Spanish at a colloquial skill level to members of the Spanish speaking community.

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.HRAApplications@illinois.gov

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02/10/2019

Job Title: **Technical Advisor II**
Agency: Illinois Lottery
Closing Date/Time: Thu. 02/14/19 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **LOT 19709**

Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence, hearings and trial procedure including litigation experience before Illinois state courts. Requires working knowledge of common law and the provisions of state and federal laws, relating to administrative and regulatory functions. Requires litigation skills. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature including settlement offers. Requires ability to use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings.

Agency Contact:
Lottery Personnel
101 W. Jefferson St., MC 3-970
Springfield, IL 62702
FAX: 217-785-7839 / Phone: 217-524-5382

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).



02/10/2019

Job Title: **Educator - Opt B (Math Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Wed. 02/27/19 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-19-0003**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **Mathematics**. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Agency Contact:
Kathy Mrowca, HR
3825 Campton Hills Road
St. Charles, IL 60175
630-584-0506 ext 1519

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).



02/10/2019

Job Title: Educator - Opt B (PE Teacher)
Agency: Juvenile Justice
Closing Date/Time: Mon. 02/25/19 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ27-10-19-0029

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in **Physical Education**. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior. Requires ability to use the English language in preparing and delivering instructions. Requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Agency Contact

Kathy Mrowca, HR
3825 Campton Hills Road
St. Charles, IL 60175
630 584-0506 ext. 1519

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).



02/10/2019

Job Title: **Child Support Specialist I**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 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#: **CS4111**

Requires successful completion of the Child Support Specialist Trainee program.

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

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).



02/10/2019

Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS4118**

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college; or, completion of high school and two years of related office experience; or, two years of independent business experience. Requires extensive knowledge of office practices, procedures, and programs. Requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires the ability to type accurately at 30 words per minute. Requires the ability to travel.

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

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).



02/10/2019

Job Title: **Child Support Specialist Trainee**
Agency: Healthcare & Family Services
Closing Date/Time: Fri. 02/15/19 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#: **CS4116**

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 Service program area; or, eight years of experience performing paraprofessional functions in the Child Support Service program area.

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

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).



02/10/2019

Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

Applicants should complete the electronic applicant data form at the link provided below; applications will only be accepted on-line. Questions can be directed to Marna.Goodman@illinois.gov, Chief of Professional Development and Training.

Non-State Applicants should complete an [agency specific application form](#) for Juvenile Justice Specialist Intern.

If you are a current State employee and are an Upward Mobility Participant, please contact Ken Hilgendorf, 217-557-1030 x3008.

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02/10/2019

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)**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

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

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).



02/10/2019

Job Title: Educator - Opt C
Agency: Juvenile Justice
Closing Date/Time: Mon. 02/25/19 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ-27-10-19-0042

Requires a bachelor's degree and a valid Initial, Standard, or Master Illinois teaching certificate in the area of special education with endorsement in BD, LD, and/or SEDS (K-12); requires secondary elementary knowledge of behavior modification principles; requires ability to communicate and instruct students with physical and mental impairments and disabilities; requires ability to relate to students with extreme and profound emotional problems; requires patience and tolerance of a wide range of behavior; requires ability to use the English language in preparing and delivering instructions; requires ability to evaluate the student, to select behavioral objectives to meet the student's needs and to guide and direct facility staff regarding the necessary training and educational development of a student.

Agency Contact:

Kathy Mrowca, HR
3825 Campton Hills Road
St. Charles, IL 60175
630 584-0506 ext. 1519

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02/10/2019

Job Title: **Cancer Registrar II**
Agency: Public Health
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Requires two years college supplemented by two years experience in the field of cancer registry involving the collection, management and analysis of cancer incidence data. Requires current certification in good standing as a Certified Tumor Register (CTR). Requires extensive knowledge of cancer registration principles, standards and methods.

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

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02/10/2019

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**

Requires evidence of pre-examination certification eligibility through the National Cancer Registrars Association (NCRA). This can be obtained by requesting the NCRA's Council on Certification for a review of eligibility. Requires completion of a formal degree program accredited by the National Cancer Registrars Association (NCRA), and completion of a 160 hour practicum in a CTR-staffed cancer registry. The accredited degree program may be substituted by completion of two years college supplemented by the successful completion of an NCRA accredited formal education certificate program and completion of a 160 hour practicum in a CTR-staffed cancer registry.

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.HRAApplications@illinois.gov

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02/10/2019

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: **5**
Bid ID#: **Cook Investigations 2017**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience;

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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02/10/2019

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.

[Click Here for Applicant Information and Grading Procedures](#)

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02/10/2019

Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

Applicants should complete the electronic applicant data form at the link provided below; applications will only be accepted on-line. Questions can be directed to Marna.Goodman@illinois.gov, Chief of Professional Development and Training.

Non-State Applicants should complete an [agency specific application form](#) for Juvenile Justice Specialist Intern.

If you are a current State employee and are an Upward Mobility Participant, please contact Ken Hilgendorf, 217-557-1030 x3008.

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).



02/10/2019

Job Title: Office Coordinator - Opt SS2
Agency: Public Health
Closing Date/Time: Thu. 02/14/19 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDPH 44-19-0199

Under direction of the Regional Supervisor, performs a variety of paraprofessional and complex specialized office support functions; performs difficult and complex typing. Performs a variety of clerical work that requires choice of procedures and independence of action in disposition of routine matters. Maintains and updates a variety of files. Serves as IT Coordinator for LTC Field Operations Regional Staff. Speaks and writes Spanish at a colloquial skill level to members of the Spanish speaking community.

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.HRAApplications@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).



02/10/2019

Job Title: **Technical Advisor II**
Agency: Illinois Lottery
Closing Date/Time: Thu. 02/14/19 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **LOT 19709**

Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois. Requires working knowledge of judicial and quasi-judicial procedures and rules of evidence, hearings and trial procedure including litigation experience before Illinois state courts. Requires working knowledge of common law and the provisions of state and federal laws, relating to administrative and regulatory functions. Requires litigation skills. Requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public. Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature including settlement offers. Requires ability to use expediently all primary and secondary legal source materials, to analyze all legal documents and instruments and to prepare, conduct and report formal or informal administrative hearings.

Agency Contact:
Lottery Personnel
101 W. Jefferson St., MC 3-970
Springfield, IL 62702
FAX: 217-785-7839 / Phone: 217-524-5382

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).



02/10/2019

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.

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).