



02/14/2019

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Tue. 02/26/19 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: **4**

Plan/BU: **RC062**

Bid ID#: **10-48-109935-36/108881/108568**

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.

Contact Info:
Bureau of Employee Services
Brandon Bax
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
PHONE: 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).



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Agency: Human Services

Closing Date/Time: Tue. 02/26/19 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#: **10-48-109937**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, social work, sociology, gerontology, nursing, or a closely related field.

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

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02/14/2019

Job Title: **Psychologist II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 02/22/19 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-110076**

Requires knowledge, skill and mental development equivalent to a doctoral degree in psychology from a recognized college or university supplemented by one year of professional experience in psychology. For candidates not possessing these qualifications, a master's degree in psychology from a recognized college or university is a minimum requirement.

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

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02/14/2019

Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 02/22/19 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#: **10-72-110040**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute

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

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02/14/2019

Job Title: **Mental Health Technician Trainee/MHT I/ MHT II**
Agency: Human Services
Closing Date/Time: Fri. 02/22/19 5:00 PM Central Time
Salary: \$2,577.00 - \$3,998.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **60**
Plan/BU: **RC009**
Bid ID#: **10-72-109717-109776**

Mental Health Technician Trainee

Under immediate supervision, completes classroom and on-the-job training. Performs beginning level direct care functions in tech care and habilitation of individuals with developmental disabilities, on assigned unit under supervision of the Residential Services Supervisor during trainee period.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
114 N. Orchard Drive
Park Forest, IL 60466
Phone: 708-283-3014
Fax: 708-283-3017

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02/14/2019

Job Title: **General Counsel**
Agency: Illinois Racing Board
Closing Date/Time: Fri. 02/22/19 11:59 PM Central Time
Salary: \$85,000.00 - \$99,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **19790**

Requires graduation from a recognized law school and possession of a valid license to practice law in Illinois. Requires three years progressively responsible administrative experience in law. Requires thorough knowledge of common law and of the State and Federal laws. Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trial procedures.

Agency Contract:
Illinois Racing Board
Jackie Clisham
100 W. Randolph; 5-700
Chicago, IL. 60601
Jackie.Clisham@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).



02/14/2019

Job Title: **Unemployment Insurance Adjudicator II**
Agency: Employment Security
Closing Date/Time: Fri. 02/22/19 11:59 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC062**
Bid ID#: **RCRA 12194**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major courses in the social sciences or requires four years of experience in investigation and analysis, business labor, or industrial relations or business mathematics with two of the years at the professional level; or requires two years of experience as a Bureau Adjudicator or Intermittent Unemployment Insurance Representative (or their successor titles.)

Auxiliary aids and services are available upon request to individuals with disabilities. The Equal Employment Opportunity Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EO Office at 33 S. State, 10th Floor, Chicago, Illinois 60603 or by calling (312) 793-9290.

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).



02/14/2019

Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Wed. 02/20/19 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1913010-131956

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:

Karen Wagner
DCFS.LicensingPersonnel@illinois.gov
1911 S Indiana Ave
9th Floor
Chicago, IL 60616
312-328-2461

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02/14/2019

Job Title: **Compliance and Quality Liaison (Contractual)**

Agency: Aging

Closing Date/Time: Fri. 02/22/19 11:59 PM Central Time

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **AGE-19-46-57**

Education: Must possess a Bachelors' degree with a PMP.

Experience: 5-10 years of experience in quality assurance implementation/management. Knowledge of quality control methodologies and measurement techniques.

Illinois Department on Aging
Attn: Office of Human Resources
One Natural Resources Way, Suite 100
Springfield, IL 62702

OR

FAX: 217/557-4918

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02/14/2019

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

Agency Contact:

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

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02/14/2019

Job Title: **Child Welfare Advanced Specialist**
Agency: Children & Family Services
Closing Date/Time: Mon. 02/25/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1924002-249065V**

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance

Contact:

Dahra Parenteau

Office of the Guardian

17 N. State Street, 7th FL

Chicago, IL 60602

Email: Dahra.Parenteau@illinois.gov (Preferred)

Phone: 312-793-1430 **Fax:** 312-793-3546

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02/14/2019

Job Title: **Human Rights Mediator - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Mon. 02/25/19 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **19-36**

Under the direction of a Public Service Administrator/Charge Processing Mediation Division, of the Department of Human Rights, Mediates charges of discrimination filed with the department through the Mediation Program. Communications effectively in Spanish in order to execute the responsibilities of the position to meet the demands for services to the monolingual community.

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601. Contact Person: Pamela Williams, Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, 312-814-6233, fax 312-814-6251.

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).



02/14/2019

Job Title: **Public Service Administrator - Opt 1**
Agency: Employment Security
Closing Date/Time: Tue. 02/26/19 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **RCRA 12264**

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. Requires extensive knowledge of public and business administration, principles and practices

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)

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).



02/14/2019

Job Title: **Accountant Advanced**
Agency: Employment Security
Closing Date/Time: Tue. 02/26/19 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#: **RCRA 12265**

Requires knowledge, skill and mental development equivalent to completion of four years college, with courses in business administration and accounting. Requires two years of professional experience in accounting, external auditing, budgetary planning and control or public accounting.

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)

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).



02/14/2019

Job Title: **Public Service Administrator - Opt 1**
Agency: Employment Security
Closing Date/Time: Tue. 02/26/19 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 02153**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with major course work in business or public administration. Requires two years of professional administrative experience in a public agency providing comprehensive employment, collections or business services. Requires extensive knowledge of Employment Security programs and service objectives, activities and operational systems including budget and personnel requirements.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

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CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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02/14/2019

Job Title: **Employment Security Service Representative**
Agency: Employment Security
Closing Date/Time: Tue. 02/26/19 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County Zone 5, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12254**

Requires knowledge, skill and mental development equivalent to the completion of four years of college with academic background in the social / behavioral sciences or business/personnel administration and one year as a full-time professional employee with IDES; or five years' professional experience in personnel administration, or business ownership management or operation. Requires thorough knowledge of the provisions of the Illinois Unemployment Insurance Act

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams St. - 8th Floor
Springfield, IL 62701
Attn: Pamela Bowen
Phone: (217) 785-2647
Fax: (217) 524-2083

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02/14/2019

Job Title: **Public Service Administrator - Opt 2**
Agency: Employment Security
Closing Date/Time: Mon. 02/25/19 11:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **RCRA 12262**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in accounting, finance, and economics. Requires prior experience equivalent to three years of progressively responsible administrative experience in budgeting, cost accounting, financial analysis or operations research in a public or business organization.

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)

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02/14/2019

Job Title: **Office Associate - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Mon. 02/25/19 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **1913011-130462**

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

CONTACT:
Karen Wagner
Karen.A.Wagner@illinois.gov
DCFS Licensing
1911 S. Indiana, 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461

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).



02/14/2019

Job Title: **Human Rights Mediator - Opt SS**
Agency: Human Rights Department
Closing Date/Time: Mon. 02/25/19 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **19-36**

Requires four years of college or knowledge, skill and mental development equivalent to completion of four years of college, preferably with coursework in business or public administration, Requires one year of professional experience which includes mediating disputes preferably including those dealing with discrimination issues or requires completion of an approved agency training program.

8:30 a.m. to 5:00 p.m., Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601. Contact Person: Pamela Williams, Department of Human Rights, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, 312-814-6233, fax 312-814-6251.

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).



02/14/2019

Job Title: **Child Welfare Advanced Specialist**
Agency: Children & Family Services
Closing Date/Time: Mon. 02/25/19 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1924002-249065V**

Requires a master's degree in social work plus two years of directly related professional experience as a Child Welfare Specialist or Child Protection Specialist in the Department of Children and Family Services; 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.

Contact:

Dahra Parenteau
Office of the Guardian
17 N. State Street, 7th FL
Chicago, IL 60602

Email: Dahra.Parenteau@illinois.gov (Preferred)

Phone: 312-793-1430 **Fax:** 312-793-3546

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02/14/2019

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).



02/14/2019

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

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).



02/14/2019

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

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02/14/2019

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).



02/14/2019

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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