



02/21/2019

Job Title: **Physician Specialist - Option D - Opt 18**  
Agency: Corrections  
Closing Date/Time: Tue. 03/19/19 4:00 PM Central Time  
Salary: \$14,249.00 - \$19,830.00 monthly  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **7**  
Plan/BU: **RC063**  
Bid ID#: **IDOC29-00-19-0007**

Under direction of the Chief of Psychiatry (Medical Administrator III), provides a full range of psychiatric/medical assessments and treatments to offenders. Travels in the performance of these duties.

**Agency Contact:**

Public Safety Shared Services Center  
Lisa Devert, Human Resources Specialist  
1301 Concordia Ct.  
Springfield, IL 62702  
[lisa.devert@illinois.gov](mailto:lisa.devert@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

Job Title: **Investigative Assistant**  
Agency: Executive Inspector General \*  
Closing Date/Time: Mon. 03/11/19 12:00 PM Central Time  
Salary: \$2,500.00 - \$2,917.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **01-200**

**POSITION SUMMARY:** Under the direct supervision of the Deputy Inspector General and Chief and Supervising Investigator, serves as an investigative assistant. The incumbent is responsible for a variety of highly professional, administrative, and confidential duties including assisting attorneys and investigators

9:00 a.m. - 5:00 p.m.  
Office of Executive Inspector General  
Division of Human Resources  
69 W. Washington  
Chicago, IL 60602  
312-814-1789

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02/21/2019

Job Title: **Physician**  
Agency: Human Services  
Closing Date/Time: Wed. 03/06/19 8:00 AM Central Time  
Salary: \$54.32 - \$76.90 hourly  
\$9,452.00 - \$13,381.00 monthly  
\$113,424.00 - \$160,572.00 annually  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-67-109528**

Under direction, as an Illinois Licensed Physician, provides medical and health care to individuals who reside at the William W. Fox Developmental Center. Provides medical examinations, diagnostic and treatment habilitation services at Fox Center. Provides physician services in accordance with DHS and Fox Center policy, Public Aid, IDPH and other applicable laws and regulations.

**LOCATION**

Wm. W. Fox Center  
134 W. Main Street  
Dwight, IL 60420  
815-584-3347 phone  
815-584-3723 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Fri. 03/01/19 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#: 10-17-110256

Under direction, performs responsible and complex typing by the operation of a networked personal computer, word processing and related software, and transcription equipment.

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

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02/21/2019

Job Title: **Fundraising and Marketing Consultant - PSC**  
Agency: Abraham Lincoln Presidential Library and Museum  
Closing Date/Time: Mon. 02/18/19 11:59 PM Central Time  
Salary: \$0.00 / Month  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **ALP19005**

THIS POSITION IS A PERSONAL SERVICES CONTRACT.

Position will provide strategies and products related to fundraising, marketing, interaction with the media, and the development of and support for exhibits.

Agency Contact:

Melissa Coultas

Director of Human Resources

Abraham Lincoln Presidential Library and Museum

212 North Sixth Street

Springfield, Illinois 62701

217-557-5875

[ALPLM.HR@illinois.gov](mailto:ALPLM.HR@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

Job Title: **Public Aid Eligibility Assistant**  
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#: **10-91-110015**

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.

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

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

Agency: Human Services

Closing Date/Time: Fri. 02/22/19 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#: **10-91-110034-110035**

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 social service agency OR successful completion of an agency-sponsored training program.

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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02/21/2019

Job Title: **OVC Training Coordinator - Contract Position**  
Agency: Criminal Justice Information Authority  
Closing Date/Time: Thu. 02/21/19 5:00 PM Central Time  
Salary: \$30.00 - \$35.00 hourly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **CJIA PSC-02-2019**

Developing training curriculum for specific topics for direct services to victims of crime; creating training and conference materials; recruiting and negotiating with potential trainers and presenters; executing contracts with presenters; logistical planning (securing meeting rooms, a/v needs, lodging arrangements for participants, presenters, and ICJIA staff, coordinating task assignments)

Please submit by email a cover letter and resume to:

Dawn English, Human Resources  
[dawn.english@illinois.gov](mailto:dawn.english@illinois.gov)

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02/21/2019

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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02/21/2019

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

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02/21/2019

Job Title: **Investigative Assistant**  
Agency: Executive Inspector General \*  
Closing Date/Time: Mon. 03/11/19 12:00 PM Central Time  
Salary: \$2,500.00 - \$2,917.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **01-200**

bachelor's degree in criminal justice, government, public or business administration or a related area of study or demonstrated knowledge, skill, mental development and equivalent experience to four years of college

9:00 a.m. - 5:00 p.m.  
Office of Executive Inspector General  
Division of Human Resources  
69 W. Washington  
Chicago, IL 60602  
312-814-1789

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02/21/2019

Job Title: **Physician**  
Agency: Human Services  
Closing Date/Time: Wed. 03/06/19 8:00 AM Central Time  
Salary: \$54.32 - \$76.90 hourly  
\$9,452.00 - \$13,381.00 monthly  
\$113,424.00 - \$160,572.00 annually  
Job Type: Full-Time  
Location: Livingston County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-67-109528**

Under direction, as an Illinois Licensed Physician, provides medical and health care to individuals who reside at the William W. Fox Developmental Center. Provides medical examinations, diagnostic and treatment habilitation services at Fox Center. Provides physician services in accordance with DHS and Fox Center policy, Public Aid, IDPH and other applicable laws and regulations.

#### LOCATION

Wm. W. Fox Center  
134 W. Main Street  
Dwight, IL 60420  
815-584-3347 phone  
815-584-3723 fax

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02/21/2019

Job Title: **Student Intern**  
Agency: Workers Compensation Commission  
Closing Date/Time: Tue. 03/05/19 11:59 PM Central Time  
Salary: \$1,346.00 - \$2,848.00 monthly  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **IWCC-50-19-0002**

Requires enrollment at an accredited undergraduate or graduate program.  
Requires the ability to follow oral and written instructions and to carry out routine operations, once established, without further instruction.

Applications (CMS 100) are available on the Forms page of the [work.illinois.gov](http://work.illinois.gov) website or at any of the CMS Assessment Centers. Please contact the CMS Assessment Center nearest to you for more information or call 217-782-7100.

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02/21/2019

Job Title: **Revenue Audit Supervisor**  
Agency: Revenue  
Closing Date/Time: Mon. 03/04/19 5:00 PM Central Time  
Salary: \$6,547.00 - \$10,163.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 19807**

Requires a bachelor's degree, including at least 12 semester hours of accounting courses. Requires four years of progressively responsible experience in the tax auditing of books, records and documents of corporations, partnerships and individuals. Requires thorough knowledge of methods and techniques of tax accounting and auditing. Requires thorough knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals.

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
Willard Ice Building, 101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
(217) 524-3954 Phone  
(217) 782-9925 Fax

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02/21/2019

Job Title: **Public Service Administrator - Opt 3**  
Agency: Insurance  
Closing Date/Time: Mon. 03/04/19 4:00 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#: **DOI 19589**

Requires knowledge, skill and mental development equivalent to a bachelor's degree in computer science, information technology, or directly related fields, preferably with courses in accounting, auditing or statistics.

Agency Contact:  
Department of Insurance  
Attn: Human Resources  
320 West Washington Street, 4th floor  
Springfield, IL 62767  
Fax: 217/558-2777

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

Job Title: **Health Facilities Surveillance Nurse**  
Agency: Public Health  
Closing Date/Time: Fri. 03/01/19 5:00 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-19-0081**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required

**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](mailto:DPH.HRApplications@illinois.gov)

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02/21/2019

Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Fri. 03/01/19 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#: 10-17-110256

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires ability to type accurately at 35 wpm. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and computer software such as Microsoft Word, Excel, Microsoft Outlook, and on-line databases with scanning functions. May require licensure as a notary republic.

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

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02/21/2019

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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02/21/2019

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

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02/21/2019

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.

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02/21/2019

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](mailto:Dahra.Parenteau@illinois.gov) (Preferred)

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



02/21/2019

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. If the minimum educational requirement is met, four years'

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## **Business Start-Up Training**

Business Start-Up Training program is designed to provide expert guidance, training and support to minimize risk and maximize business launch success while providing access to an exclusive microloan fund post completion for individuals who live in and start their businesses in designated communities primarily on the West Side of Chicago. Since inception in 2012 this program has served nearly 300 businesses.

**The Winter 2019 cohort of the Business Start-Up Training will start on March 26, 2019 and meet on Tuesday evenings from 6:00-9:00pm for 12 consecutive weeks.**

Applications for the upcoming cohort are now being taken through March 4th at 12:00 noon. The information below explains the application process. Please pay special attention to the dates and instructions in the narrative below to make sure you understand the procedure and are able to meet the deadlines and other time requirements for the class. Applications are only accepted electronically.

If you don't have access to a computer to submit your application, there will be an information session (optional to attend but recommended) on February 13th at 6:00 at the Technology Elevation Center – TEC 4950 on the campus of Bethel New Life (4950 W. Thomas St. in Chicago) where potential applicants can attend to meet our staff, ask any questions, and if necessary, complete the application. If you have any other questions or concerns or need to set up a different time to come in to our offices and complete the application in our resource center, contact [etp@bethelnewlife.org](mailto:etp@bethelnewlife.org), or call 773-473-7876.

Click [here](#) to register for the February 13th Informational Session.

### **IMPORTANT DATES**

- Final application deadline – March 5, 2019
- All supporting application documents must be submitted – March 8, 2019 at 12 pm
- Individual Business Case Presentation – March 11-14, 2019
- Program Acceptance Notification – March 18, 2019
- First Class Session and Orientation – March 26, 2019

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## 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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## **HEALTHY FAMILIES CHICAGO POSITION DESCRIPTION**

**POSITION:** WRAPAROUND /COMMUNITY OUTREACH COORDINATOR

**PROGRAM:** LAN 67 COMMUNITY OF HOPE

**REPORTS TO:** HFC EXECUIVE DIRECTOR

### **PROGRAM DESCRIPTION**

Healthy Families Chicago in cooperation's with the LAN 67 Action Team, will provide wraparound/immersion site services to children and families living in the LAN 67. Services will be directed toward: 1. Strengthening and the Preservation of families and the prevention of families who are at risk of entering the child welfare system 2. Reunification; to parents of children currently in substitute placement and need additional support successfully have their children return home.

We will employ the concept of "Wraparound" to achieve these goals. Wraparound is a strength based philosophy focused on addressing child in the context of the family, home, school and community. The key elements of the process will be coordination between the child, family and community provider, family access, voice and ownership, development of a comprehensive plan, flexible use of resources that are community based.

### **PROMARY RESPNSIBILITES**

The Coordinator will use the established partnerships of service providers involved in the LAN 67 Action Team to convene weekly wraparound service referrals. The Coordinator will also identify those areas where

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there are service gaps and bring additional providers to the table. The program coordinator will work with the Action Team to establish memorandums of agreement with service providers who will support weekly Wraparound Meetings to address the needs of families brought to the committee. The Coordinator will work with the Action Team to develop workshops, trainings and resource fairs in and around the community. The Coordinator will be responsible for tracking and recording referrals and producing required reports.

**QUALIFICATIONS:**

BA/BS degree in social work or related field, 2 years' experience working with children and families.

**REQUIREMENTS:**

- Valid Illinois Driver's License and insurance
- Demonstrate verbal and written communication skills

Effective:  
January, 2019

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send resume to: [dscruggs@hfchicago.org](mailto:dscruggs@hfchicago.org)

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