



02/23/2019

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)

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).



02/23/2019

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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02/23/2019

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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02/23/2019

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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02/23/2019

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 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.

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).



02/23/2019

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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02/23/2019

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 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).



02/23/2019

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.HRAApplications@illinois.gov

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02/23/2019

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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02/23/2019

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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02/23/2019

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

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).



02/23/2019

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

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02/23/2019

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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02/23/2019

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).



02/23/2019

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

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).



02/23/2019

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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02/23/2019

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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02/23/2019

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).



02/23/2019

Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

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

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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02/23/2019

Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT SS**

Requires a Bachelor's degree. Requires ability to complete necessary coursework to obtain a Master's degree in specified time period. In addition to English, requires ability to communicate effectively in Spanish.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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02/23/2019

Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

Work hours: 8:30 am – 5:00 pm

DHS, HCD, Family Community Resource Centers Statewide

For a list of local office addresses

[DHS, HCD, Family Community Resource Centers](#)

Contact:

Employee Services, HCD
100 South Grand Avenue East, 3rd floor
Springfield, IL 62762

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02/23/2019

Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **L-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences. Requires ability to speak, read and write Spanish

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02/23/2019

Job Title: **Human Services Caseworker - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **J-HCD Continuous**

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

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02/23/2019

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**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

[Click for a list of statewide facilities and addresses](#) or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030 x3008

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02/23/2019

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, 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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02/23/2019

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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02/23/2019

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

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