



03/4/2019

Job Title: **Technical Advisor II, Legal Advocacy Service**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Thu. 03/07/19 5:00 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#: **45252-50-70-211-1002**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Four years of litigation experience preferred.

Send Bids and Applications via Fax or Mail ONLY:

Shelly Boatman, HR Representative  
Guardianship & Advocacy Commission  
401 S. Spring Street  
521 Stratton Office Bldg  
Springfield, IL 62706

Fax# 312-793-4311

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).



03/4/2019

Job Title: Conservation Education Representative - Clinic Supervisor  
Agency: Natural Resources  
Closing Date/Time: Thu. 03/07/19 5:00 PM Central Time  
Salary: \$2,464.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 12-45-2934

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Mike McClelland  
One Natural Resources Way  
Springfield, IL 62702-1271  
217/524-4111

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03/4/2019

Job Title: **Social Service Program Planner Iv - Opt SS**  
Agency: Human Services  
Closing Date/Time: Thu. 03/07/19 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
\$65,292.00 - \$99,816.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-90-110267**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a related Master's degree. Requires two years of progressively professional experience in program planning or development. Requires ability to speak and write Spanish at a colloquial skill level.

***Please submit CMS 100 (revised 8/2018) applications and bid form to:***

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

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03/4/2019

Job Title: **Public Service Administrator - Opt 1**  
Agency: Human Rights Department  
Closing Date/Time: Thu. 03/14/19 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **19-38**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with coursework in business or public administration. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires three years of progressive administrative experience in a public or private agency

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).

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03/4/2019

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**

Requires an Illinois License to practice medicine and American Board Certification in the job related medical specialty of psychiatry or rehabilitation medicine. Requires working knowledge of the basic principles and practices of general medicine and surgery, including the diagnosis and treatment of diseases and injuries.

**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)

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03/4/2019

Job Title: **Chief State Veterinarian**  
Agency: Illinois Racing Board  
Closing Date/Time: Fri. 03/15/19 11:59 PM Central Time  
Salary:  
Job Type: Part-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IRB 19869**

Requires successful completion of veterinary program and prefers possession of a DVM license, DEA license preferred. Requires three years experience working with large animals. Requires ability to present findings and testimony effectively in written and oral form, requires familiarity and knowledge with the administrative rules and statute

Agency Contact:  
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](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).



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Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **45252-50-70-211-1002**

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03/4/2019

Job Title: **Conservation Education Representative - Clinic Supervisor**  
Agency: Natural Resources  
Closing Date/Time: Thu. 03/07/19 5:00 PM Central Time  
Salary: \$2,464.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **12-45-2934**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in journalism, English and public speaking; requires two years professional experience in a public education and information program in a public or private agency; requires extensive knowledge of methods and techniques of disseminating information to the public. Requires possession of a valid Illinois Driver's license.

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Mike McClelland  
One Natural Resources Way  
Springfield, IL 62702-1271  
217/524-4111

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03/4/2019

Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Thu. 03/07/19 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
\$55,344.00 - \$83,880.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-90-110263**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in business or public administration. Requires two years professional experience in a public or private organization. Requires knowledge of Department functions.

**Please submit CMS 100 (revised 8/2018) applications and bid form to:**

*Bureau of Employee Services  
Krissie Buss  
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).



03/4/2019

Job Title: **Social Service Program Planner Iv - Opt SS**  
Agency: Human Services  
Closing Date/Time: Thu. 03/07/19 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
\$65,292.00 - \$99,816.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-90-110267**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by a related Master's degree. Requires two years of progressively professional experience in program planning or development. Requires ability to speak and write Spanish at a colloquial skill level.

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*Bureau of Employee Services*

*Krissie Buss*

*100 South Grand Ave East, 3rd floor*

*Springfield, IL 62762*

*217-557-0347*

*FAX: 217-524-2116*

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03/4/2019

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 03/08/19 4:00 PM Central Time  
Salary: \$4,710.00 - \$6,389.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-81-106351**

Requires graduating from an approved nursing education program, plus possession of a valid Illinois license as a Registered Nurse.

Contact:  
Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040 Ext. 2095 or 2029  
Fax: 847-429-4933

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).



03/4/2019

Job Title: Office Coordinator - Opt 2  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 03/08/19 4:30 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#: IDJJ-2700-0033

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.

**Agency Contact:** IL Department of Juvenile Justice – Aftercare Attn: HR, 2715 W. Monroe Street, Springfield, IL 62704; **OR** [Quierra.C.Phillips@illinois.gov](mailto:Quierra.C.Phillips@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).



03/4/2019

Job Title: **Mental Health Technician Trainee/MHT I/MHT II**  
Agency: Human Services  
Closing Date/Time: Fri. 03/08/19 5:00 PM Central Time  
Salary: \$2,577.00 - \$3,454.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **50**  
Plan/BU: **RC009**  
Bid ID#: **10-72-110198-110247**

**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

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).



03/4/2019

Job Title: **Manager of Economic Information and Analysis Division**

Agency: Employment Security

Closing Date/Time: Tue. 03/12/19 11:59 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **EX000**

Bid ID#: **RA1419**

Requires a Master's degree in Economics, Statistics or closely related field and four years management experience in the field of economic analysis and writing. Requires the ability to formulate public policy through the application of economic, demographic and labor market information

Please e-mail a completed CMS-100 Employment Application and a copy of your resume to:

[DES.JOBS@illinois.gov](mailto:DES.JOBS@illinois.gov)

or mail your forms to:

IL. Dept. of Employment Security  
HRM - Recruitment & Selection Unit  
33 S. State Street, 8th floor  
Chicago, Illinois 60603

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).



03/4/2019

Job Title: **Chief Financial Officer**  
Agency: Employment Security  
Closing Date/Time: Tue. 03/12/19 11:59 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **XG000**  
Bid ID#: **RA0419**

Requires knowledge, skill and mental development equivalent to the completion of a Master's degree in Business Administration or finance; four years progressively responsible administrative experience in a public or business organization, economics or financial field. Requires thorough knowledge of laws, rules and regulations relating to State and Federal fiscal environments.

Work location:  
33 South State Street  
Chicago, Illinois 60603

Please e-mail a completed CMS-100 Employment Application and a copy of your resume to:

[DES.JOBS@illinois.gov](mailto:DES.JOBS@illinois.gov)

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03/4/2019

Job Title: Office Associate - Opt 2  
Agency: Corrections  
Closing Date/Time: Tue. 03/12/19 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#: IDOC29-05-19-4780

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/LOCATION:**

Larrabee Parole Office  
1110 S. Oakley Blvd.  
Chicago, IL 60612

**CONTACT INFO:**

Parole Personnel, Laurel Carlson  
1115 N. North St., Suite B  
Peoria, IL 61606  
laurel.carlson@illinois.gov

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03/4/2019

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

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03/4/2019

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.

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).

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03/4/2019

Job Title: **Human Services Caseworker**  
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#: **I-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.

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).

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03/4/2019

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.

**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](mailto: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](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).



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Questions? Call 773-378-5034



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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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