



06/30/2019

Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Tue. 07/09/19 4:59 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10.79 110768.110769**

Requires knowledge, skill and mental development equivalent to completion of high school and six months experience working in a professional/hospital dietary kitchen. Requires knowledge of portion control and application to serving portions of food.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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).



06/30/2019

Job Title: **Public Service Administrator - Opt 8L**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 06/27/19 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **2**
Plan/BU: **GB010**
Bid ID#: **GC0079**

Requires graduation from a recognized law school; requires the possession of a license to practice law in Illinois; requires three years of professional experience in litigation, administrative hearings, or related legal work; requires thorough knowledge of judicial and quasi-judicial rules and procedures of administrative hearing agencies; requires ability to travel.

Agency Contact:
Judy Beverly
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

Or you can email your CMS100 to: judy.beverly@illinois.gov

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06/30/2019

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Thu. 06/27/19 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#: **10-91-112134**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

PAEA's PROMOTIONAL GRADES FOR THIS TITLE ARE OBTAINED BY TAKING THE AUTOMATED MULTIPLE-CHOICE TEST AT CMS.

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

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/30/2019

Job Title: **Switchboard Operator I - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$2,705.00 - \$3,655.00 monthly
\$32,460.00 - \$43,860.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-91-112198**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Spanish at the colloquial level.

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

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06/30/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 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#: IDOC29-05-19-9015

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:

BOTY/Midtown Parole Office
1110 S. Oakley Blvd.
Chicago, IL 60612

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@illinois.gov

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06/30/2019

Job Title: **Criminologist - Non-Code Position**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/08/19 5:00 PM Central Time
Salary: \$70,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 98616-16-2019**

The preferred candidate will have a Ph.D. in criminology, criminal justice, political science, psychology, sociology, or other relevant discipline. Individuals with a Master's Degree in the aforementioned disciplines and who have the requisite experience will also be considered.

Please apply by emailing a cover letter and resume to:

Dawn English, Human Resources
dawn.english@illinois.gov

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06/30/2019

Job Title: Child Protection Specialist
Agency: Children & Family Services
Closing Date/Time: Fri. 07/12/19 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 1947045 - 478732

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

Work Hours: Monday-Friday 8:30AM - 5:00PM
Location: 1755 Lake Cook Rd Deerfield, IL 60015
Supervisor: Deborah Anderson-Perry

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, IL 60608

Phone: 312-814-3775 **Fax:** 312-814-1224 **Email:** Tracey.Hardrick@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



06/30/2019

Job Title: **Technical Advisor II**
Agency: Central Management Services
Closing Date/Time: Thu. 07/11/19 5:00 PM Central Time
Salary: \$3,528.00 - \$7,247.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF010**
Bid ID#: **CMS 20318**

Under general direction of the Senior Labor Relations Counsel, serves as Assistant Labor Counsel; performs technical and legal work in the areas of labor agreements and arbitration as a representative of the Department of Central Management Services; represents the State in arbitration hearings and before the Illinois Labor Relations Board; reviews resolutions and disciplinary actions; recommends administrative action on Labor Relations issues. Carries out public speaking assignments at off-site locations.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3089
217-558-5943 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 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).



06/30/2019

Job Title: **Human Resources Specialist**
Agency: Children & Family Services
Closing Date/Time: Thu. 07/11/19 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: **RC062**
Bid ID#: **1907010-072409**

Requires knowledge, skill, and mental development equivalent to completion of four years of college and two years of professional human resources experience, preferably in the field of transactions; requires possession of a valid driver's license and ability to travel.

Specialized Skills: Of the previously noted years of experience, requires that the experience include the processing of salary increase/decrease actions, promotions, transfers, demotions, and disciplinary actions, to ensure the ability to provide guidance and leadership to lower level staff; requires previous training experience.

Agency Contact:

Laverne Crayton
DCFS
2020 W. Roosevelt Rd, 2nd Floor
Chicago, Illinois 60608
Phone: 312-814-1222
Fax: 312-814-1224
Email: Laverne.Crayton@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).



06/30/2019

Job Title: **Assistant Director, Judicial Education Division**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$100,176.00 / Year
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **288**

EDUCATION AND EXPERIENCE REQUIREMENTS: A minimum of a Bachelor's degree and six years of related work experience or an equivalent combination of education and experience is required. A JD and three years of related work experience is preferred. Strong consideration is given to candidates with at least two years of consistent experience in the design and delivery of professional legal education and demonstrated knowledge of the Judicial Branch and its operational structure.

Administrative Office of the Illinois Courts
222 North LaSalle Street, 13th Floor
Chicago, IL 60601

Barb Black
(217) 524-6429

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).



06/30/2019

Job Title: **ET IV ICORS & CMMS Support Technician**
Agency: Transportation
Closing Date/Time: Wed. 07/03/19 4:30 PM Central Time
Salary: \$4,695.00 - \$6,735.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#43548**

This position is responsible for the district Illinois Construction Records System (ICORS) and Construction Materials Management Solution (CMMS) monitoring, support, training, liaison, and audit functions and other computer support for the Bureau of Construction, as well as other general office and technical procedures.

Technical Applications PM1080 (rev 6/1/17) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time. Applicants will be notified in writing to schedule interviews.

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).



06/30/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 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#: IDOC29-05-19-9011

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:

Halsted Parole Office
8007 S. Cottage Grove Ave.
Chicago, IL 60619

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@illinois.gov

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06/30/2019

Job Title: **Criminal Justice Specialist Trainee**
Agency: Criminal Justice Information Authority
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **CJIA 10236-13-2019**

Requires a minimum of a four years of college in one of the following: law, criminal justice, government, public administration, violence prevention, sociology, accounting or political science or related field. Two to five years of previous professional work experience preferred. Must be able to demonstrate a working knowledge of the use of Microsoft Office software: Word/ Excel. Must be able to demonstrate basic accounting ability to review basic budget documents and track expenditures against grant funds. Must be proficient in analytical skills and oral communications. Position requires occasional overnight travel and a valid driver's license.

Work Location:

300 W. Adams St., Suite 200
Chicago, Illinois 60606

Dawn English
Office of Human Resources
300 W. Adams St, Ste 200
Chicago, IL 60606
dawn.english@illinois.gov

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06/30/2019

Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Corrections
Salary: \$5,017.00 - \$6,859.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC023**
Bid ID#: **IDOC29-89-18-0013**

Advanced Cardiac Life Support (ACLS) training and certification is preferred. Requires knowledge of diversified professional nursing principles, concepts and practices. Requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observances. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to successfully clear an in-depth background investigation and urine drug test.

Agency Contact:
Julie Anderson
Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436
Phone: 815-730-4400 ext. 2019
Fax: 815-730-4405

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06/30/2019

Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions.

CONTACT:
Tara Owen
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
tara.owen2@illinois.gov
217-557-6018 – Fax

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06/30/2019

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

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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06/30/2019

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

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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06/30/2019

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.

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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06/30/2019

Job Title: **Switchboard Operator I - Opt SS (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 07/01/19 5:00 PM Central Time
Salary: \$2,705.00 - \$3,655.00 monthly
\$32,460.00 - \$43,860.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-91-112198**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Spanish at the colloquial level.

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

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06/30/2019

Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/03/19 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#: IDOC29-05-19-9015

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:

BOTY/Midtown Parole Office
1110 S. Oakley Blvd.
Chicago, IL 60612

CONTACT INFO:

IL Dept. of Corrections / Parole Personnel
Attn: Laurel Carlson, Hum. Res. Assoc.
1115 N. North Street, Suite B
Peoria, IL 61606
laurel.carlson@illinois.gov

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06/30/2019

Job Title: **Insurance Analyst III - Opt SS**
Agency: Insurance
Closing Date/Time: Thu. 06/27/19 4:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOI 20544**

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of professional experience such as would be gained as an Insurance Analyst II. Requires an extensive knowledge of the Insurance Code and rules, regulations, and procedures and processes pursuant thereto, particularly as related to life, accident, health or property and liability types of financial regulations; as related to policy evaluation license and complaint resolution; of accounting principles and auditing methods; of the functions, products/services of organizational components of the department.

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).



06/30/2019

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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