



11/26/2019

Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 11/27/19 5:00 PM Central Time
Salary: \$4,184.00 - \$6,218.00 monthly
\$50,208.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-72-114564**

Requires a bachelors degree in a human services professional field (e.g. sociology, special education, rehabilitation counseling, psychology). A Doctor of Medicine or osteopathy or a registered nurse will also meet required education and training requirements. Additionally, requires one year of experience working directly with individuals with intellectual or other developmental disabilities in addition to the education and training stated above. *Appointees are required to have successfully completed a department training program designed specifically for the Qualified Intellectual Disabilities Professional before the completion of her/his probationary period. This class is included as an Upward Mobility Program credential title. Requires the ability to pass and maintain CPR & Restraints training. Requires the ability to travel

Agency Contact:
Bureau of Employee Services
ASHLEY MOORE
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
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).



11/26/2019

Job Title: **Social Worker IV**
Agency: **Corrections**
Closing Date/Time: **Wed. 11/27/19 4:00 PM Central Time**
Salary: **Depends on Qualifications**
Job Type: **Full-Time**
Location: **Livingston County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDOC29-85-19-0042**

Requires a Master's Degree in social work from a recognized school of social work supplemented by three years of supervised post master's clinical social work practice and possession of a clinical social worker's license from the Department of Professional Regulation. Requires thorough knowledge of the theories and assumptions underlying the social work field. Requires ability to make clinical judgments regarding a recipient's competency and defend same in court testimony. Requires ability to prepare complex written and oral reports. Requires the ability to pass a Department of Corrections background check.

WORK HOURS: 8am-4pm Monday through Friday with Saturday/Sunday off.

LOCATION: PONTIAC CORRECTIONAL CENTER, 700 W LINCOLN ST., PONTIAC, IL 61764

AGENCY CONTACT: ELAINE RENTZ, HR REP, PONTIAC CORRECTIONAL CENTER, 700 W LINCOLN ST., PONTIAC, IL 61764; PHONE: 815/842-2816 X2407; FAX: 815/842-9079

Elaine.Rentz@illinois.gov

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11/26/2019

Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 11/27/19 5:00 PM Central Time
Salary: \$2,960.00 - \$4,065.00 monthly
\$35,520.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-114705**

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. Requires ability to speak, read and write Spanish at a colloquial skill level.

Agency Contact:
Bureau of Employee Services
Craig Meredith
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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11/26/2019

Job Title: **Internal Security Investigator II - Opt A**
Agency: Human Services
Closing Date/Time: Tue. 11/26/19 5:00 PM Central Time
Salary: \$5,171.00 - \$7,849.00 monthly
\$62,052.00 - \$94,188.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-14-114116**

Requires knowledge, skill and mental development equivalent to completion of two years of college, with coursework in law, government, liberal arts, history or business or public administration, plus four years professional experience in law enforcement investigatory work or related field; OR requires knowledge, skill and mental development equivalent to completion of four years college, with major coursework in law, government, liberal arts, history or business or public administration, plus two years professional experience in law enforcement investigatory work or a related field; OR requires knowledge, skill and mental development equivalent to completion of a master's degree, with major course work in law, government, liberal arts, history or business or public administration plus one year professional experience in law enforcement investigatory work or a related field; OR requires completion of the F.B.I. National Academy of comparable law enforcement schooling, plus two years of professional experience in law enforcement investigatory work of a related field. Requires ability to travel.

Agency Contact:

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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11/26/2019

Job Title: **Medicaid Management Analyst**
Agency: Healthcare & Family Services
Closing Date/Time: Tue. 12/10/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **MP2535**

Requires a bachelor's degree in healthcare administration, health and human services, social welfare, sociology, business or public administration with course work in healthcare organization, health care systems finance, healthcare economics, predictive modeling, health policy, healthcare operations assessment and improvement, quality control and strategy formulation and implementation of healthcare policies.

WHERE TO APPLY

Robert Fehrholz
Division of Medical Programs
201 S. Grand Ave. E., 3rd Floor
Springfield, IL 62763
(217) 557-2565 - Fax
(217) 524- 7326 – Office

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11/26/2019

Job Title: Office Assistant - Opt 2
Agency: Human Services
Closing Date/Time: Tue. 12/10/19 5:00 PM Central Time
Salary: \$2,807.00 - \$3,781.00 monthly
\$33,684.00 - \$45,372.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-114822

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Agency Contact:

Bureau of Employee Services
Greer McNeil
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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11/26/2019

Job Title: **Revenue Computer Audit Specialist**
Agency: Revenue
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program.

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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11/26/2019

Job Title: **Communications Equipment Technician I**
Agency: State Police
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **21-40-ISP19-205**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school supplemented by two years of technical school with course work in electricity, electronics, and communications systems.

Illinois State Police
Terri Barnosky, Chief Human Resources
801 S. 7th Street, Suite 700-A
Springfield, IL 62703
ISP.JobPostings@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).



11/26/2019

Job Title: Office Associate - Opt SS2
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 12/09/19 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 21274

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; composition, grammar, spelling and punctuation. Requires working knowledge of basic mathematics. Requires elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions; operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 WPM. Requires ability to speak and write Spanish at a colloquial skill level.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 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).



11/26/2019

Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Mon. 12/09/19 5:00 PM Central Time
Salary: \$4,898.00 - \$7,392.00 monthly
\$58,776.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-99-114736**

Requires working knowledge of the principles of government accounting, program budgeting, fiscal monitoring, reporting and program planning and evaluation. Requires the ability to exercise judgment and discretion in developing, interpreting, and implementing, departmental policies, procedures, and program specific requirements. Requires excellent oral and written communication skills. Requires a valid driver-s license. Requires ability to travel, including overnight

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

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11/26/2019

Job Title: **Senior Public Service Administrator - Opt 1**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **EF000**
Bid ID#: **DCE042-40-104.20**

Requires knowledge, skill and mental development equivalent to the completion of four years of college in public administration, business or closely related fields of study. Requires experience equivalent to four years of progressively responsible administrative experience with the Workforce Investment Act, Workforce Innovation and Opportunity Act, Trade Adjustment Assistance Act, or other federal/state workforce programs.

Phone #: 217-785-1577

Fax #: 217-524-0189

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11/26/2019

Job Title: **Revenue Tax Specialist I**
Agency: Revenue
Closing Date/Time: Wed. 12/04/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DOR 21271**

Requires a bachelor's degree and completion of the Revenue Tax Specialist Trainee program; or requires nine years tax related experience, including completion of the Revenue Tax Specialist Trainee program. Requires working knowledge of current Illinois and federal tax laws, rules, regulations and out-of-state filing requirements; requires working knowledge of tax terminology, forms and documents utilized in the processing of tax returns and aiding documentation

Agency Contact:

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



11/26/2019

Job Title: **Administrative Assistant I - Opt H7**
Agency: Human Services
Closing Date/Time: Fri. 12/06/19 5:00 PM Central Time
Salary: \$4,184.00 - \$6,218.00 monthly
\$50,208.00 - \$74,616.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-72-114781**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires ability to read and write English proficiently. Requires ability to analyze information and provide concise, coherent reports. Requires extensive knowledge of accrediting and certification standards.

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

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11/26/2019

Job Title: Office Associate - Opt 2
Agency: Juvenile Justice
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDJJ27-00-19-0007

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 elementary knowledge of agency programs, rules and regulations. Requires ability to follow oral or written instructions. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to type accurately at 45 words per minute.

AGENCY/LOCATION/CONTACT:

Apply via Email (include BID ID in Subject line), USPS or Facility drop off:

IDJJ/ FACILITY NAME IL Dept. of Juvenile Justice
NAME/TITLE Melissa Stewart. HR Administrator
ADDRESS 2715 W. Monroe
CIT/STATE/ZIP Springfield, IL 62704
PHONE 217/557-4021 desk, 217/557-1107 fax
EMAIL melissa.k.stewart@illinois.gov

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11/26/2019

Job Title: **Public Service Administrator - Opt 8S**
Agency: Human Services
Closing Date/Time: Wed. 12/04/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **SV063**
Bid ID#: **10-82/114098**

Requires Master's Degree in Social Work from a recongized college or university supplemented by four years professional social work experience in a Mental Health setting. Requires possession of an Illinois licensure as a Licensed Clinical Social Worker by the Department of Professional Regulation. Prefers QIDP (Qualified Intellectual Disability Professional) credential.

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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11/26/2019

Job Title: **Forensic Science Administrator I**
Agency: State Police
Closing Date/Time: Thu. 12/05/19 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **21-31-ISP19-35**

Requires education and experience equivalent to a Master's degree, preferably with coursework in one of the biological, natural, physical, or forensic sciences, or related disciplines. Requires two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

AGENCY CONTACT:

Apply via Email (include BID ID in Subject line), USPS or Facility drop off:

Illinois State Police
Terri Barnosky, Chief Human Resources
801 S. 7th Street, Suite 700-A
Springfield, IL 62703
ISP.JobPostings@illinois.gov

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11/26/2019

Job Title: License Clerk- Harness
Agency: Illinois Racing Board
Closing Date/Time: Wed. 12/04/19 11:59 PM Central Time
Salary:
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IRB 21146

Requires knowledge, skill and mental development equivalent to the completion of high school, college degree preferred. Requires strong writing and speaking skills. The duties of this position can be performed at any racetrack under the jurisdiction of the IRB and requires the ability to travel to and from any track as assigned. Requires familiarity with the administrative rules and statute. Requires proficiency in Microsoft Office Software and related internet programs. Requires ability to stand and walk for long periods of time and the ability to bend, reach above shoulder level, lift and carry up to 25 pounds.

Agency Contact:

Illinois Racing Board
Director of Operations
Jackie Clisham
Jackie.Clisham@Illinois.gov

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



11/26/2019

Job Title: **Natural Resources Coordinator - Opt 1**
Agency: Natural Resources
Closing Date/Time: Thu. 12/05/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **12-45-5685**

Requires a Bachelor's degree in fisheries or in a related biological, life or natural science. Requires one year of directly related professional experience in fisheries resource management or completion of an agency approved training program. Requires skill in the operation and maintenance of specialized conservation equipment/instruments

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11/26/2019

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1913085-132558**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

Agency Contact:
Karen Wagner
E-Mail: DCFS.LicensingPersonnel@illinois.gov
1911 S. Indiana, 9th FL
Chicago, IL 60616
312-328-2461

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



11/26/2019

Job Title: **Revenue Computer Audit Specialist**
Agency: Revenue
Closing Date/Time: Wed. 12/04/19 5:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **DOR 21269**

Requires knowledge, skill and mental development equivalent to a bachelor's degree with coursework in business administration, accounting, computer science and statistics. Requires four years of professional experience in the tax auditing of books, records and documents of corporations, partnerships and persons in the Audit Bureau, including one year as a Revenue Auditor III, plus completion of an Agency approved computer audit specialist trainee program. Requires extensive knowledge in the use of computer assisted audit techniques and methodologies. Requires extensive knowledge in the areas of computer programming, hardware, software, communications and application of computer technology. Requires extensive knowledge of computer rationale and functions and computerized accounting systems. Requires extensive knowledge in the use of statistical sampling methodologies.

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

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).



11/26/2019

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Mon. 12/02/19 5:00 PM Central Time

Salary: Depends on Qualifications

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **1913085-132558**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education

Agency Contact:

Karen Wagner

E-Mail: DCFS.LicensingPersonnel@illinois.gov

1911 S. Indiana, 9th FL

Chicago, IL 60616

312-328-2461

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



11/26/2019

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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