



12/16/2018

Job Title: **Paralegal Assistant**  
Agency: Healthcare & Family Services  
Closing Date/Time: Fri. 12/28/18 11:59 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#: **IG0763**

Requires knowledge, skill and mental development equivalent to completion of four years of college with related course work in such areas as prelegal, medical or premedical, English and statistics. Requires working knowledge of precedent cases, search procedures, writing style, format and vocabulary appropriate to the subject matter upon completion of a job learning period. Requires working knowledge of technical report writing, vocabulary, work usage and analytical ability in working with information such as would typically be acquired through a professional education.

Agency Contact:  
Lori Kinsella  
Office of Inspector General/Personnel  
2200 Churchill, Building 1A  
Springfield, IL 62702

Work Telephone # (217) 524-5104  
Fax # (217) 782-7969



12/16/2018

Job Title: **Rehabilitation Case Coordinator I (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 12/28/18 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: **2**

Plan/BU: **RC014**

Bid ID#: **10-48-108592-93**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year clerical related experience, which must include typing. Requires working knowledge of business English, arithmetic, and modern office practices and procedures. Requires ability to type accurately at a working rate of speed and operate various office machines, including dictating equipment. Requires ability to maintain client case files and statistical record and prepares reports as requested.

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



12/16/2018

Job Title: **Rehabilitation Services Advisor I**  
Agency: Human Services  
Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
\$58,476.00 - \$88,704.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-41-108636**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in social welfare administration, rehabilitation counseling, social work, vocational guidance or a closely related field. Requires a minimum of two years experience in a social or rehabilitation agency. Requires working knowledge of federal and state rules, policies and procedures for provision of services within the vocational rehabilitation program. Requires the ability to travel.

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Brandon Bax  
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PHONE: 217-557-0347  
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12/16/2018

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Fri. 12/28/18 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-108573**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, social work, sociology, gerontology, nursing, or a closely related field. Requires ability to travel to individual's home to interview applicants to determine eligibility for DRS Home Services Program; physically enters and visually assesses the home environment for suitability and planning of services.

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Brandon Bax  
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Springfield, IL 62762  
PHONE: 217-557-0347  
FAX: 217-524-2116



12/16/2018

Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 12/28/18 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#: **10-56-108364**

Under administrative direction, serves as confidential assistant performing duties of a highly responsible administrative and sensitive in nature relative to the overall operations of the Illinois Center for Rehabilitation and Education-Wood (ICRE-W). Assists in the periodic review of office and facility policies and methods of operations of ICRE-W. Assists the Superintendent in the development of plans, handling inquiries and complaints. Manages the Superintendent's schedule. Travels in performance of job duties.

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



12/16/2018

Job Title: **Administrative Assistant II - Opt H7**  
Agency: Human Services  
Closing Date/Time: Fri. 12/28/18 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#: **10-56-108364**

Under administrative direction, serves as confidential assistant performing duties of a highly responsible administrative and sensitive in nature relative to the overall operations of the Illinois Center for Rehabilitation and Education-Wood (ICRE-W). Assists in the periodic review of office and facility policies and methods of operations of ICRE-W. Assists the Superintendent in the development of plans, handling inquiries and complaints. Manages the Superintendent's schedule. Travels in performance of job duties.

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Bureau of Employee Services  
Andrew Reagan  
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Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116



12/16/2018

Job Title: **Educator - Opt B (PE Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0029**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519



12/16/2018

Job Title: **Educator - Opt B (Music Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0016**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Agency Contact:  
Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext 1519





12/16/2018

Job Title: **Educator - Opt B (Math Teacher)**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ27-10-18-0003**

Under general supervision of the Principal (PSA), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology; prepares and executes diagnostic tests instruments geared to each student's abilities and needs; administers evaluative testing on a follow-up basis to gage the rate and scope of progress in maximizing the students potential and meeting the educational and behavioral goals; goal setting with the student, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student's plan; provides developmental, corrective and supportive supervision.

Agency Contact:  
Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630-584-0506 ext 1519



12/16/2018

Job Title: **Educator - Opt C**  
Agency: Juvenile Justice  
Closing Date/Time: Fri. 12/28/18 4:00 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC063**  
Bid ID#: **IDJJ-27-10-18-0031**

Under general supervision of the Educational Facility Administrator (PSA), instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth classified "Learning Disabled" and "Behaviorally Disordered;" prepares curriculum and participates in institutional committees.

Kathy Mrowca, HR  
3825 Campton Hills Road  
St. Charles, IL 60175  
630 584-0506 ext. 1519



12/16/2018

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**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limitations imposed while completing academic coursework necessary to obtain a Master's degree in rehabilitation or a closely related field. Assists on caseloads of persons whose primary language is Spanish.

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).



12/16/2018

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**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases; learns to explain work incentive programs and to encourage client participation; learns to assist clients in resolving problems that interfere with work or educational opportunities.

**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



12/16/2018

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.

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).



12/16/2018

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. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/ or restrain individuals. Requires possession of an appropriate valid driver's license.

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](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008



12/16/2018

Job Title: **Housing & Transition Liaison**

Agency: Aging

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **1**

Bid ID#: **AGE-19-16-35**

**Education:** Must possess a Master's degree in Urban Development and Planning or a related field with some related experience in housing or community development.

**Experience:** 5-10 years of experience in housing and community development. Must possess a demonstrated knowledge and understanding of all rules and regulations related to housing as it relates to Aging and persons with disabilities.

Must be able to travel.

Illinois Department on Aging  
Attn: Office of Human Resources  
One Natural Resources Way, Suite 100  
Springfield, IL 62702

OR

FAX: 217/557-4918



12/16/2018

Job Title: Compliance and Quality Liaison Nurse

Agency: Aging

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Bid ID#: AGE-19-17-36

**Education:** Must possess a Bachelors' degree with a PMP

**Experience:** 5-10 years of experience in quality assurance implementation/management. Knowledge of quality control methodologies and measurement techniques.

Must be able to travel.

Illinois Department on Aging  
Attn: Office of Human Resources  
One Natural Resources Way, Suite 100  
Springfield, IL 62702

OR

FAX: 217/557-4918





12/16/2018

Job Title: **Medical Administrator II Option D - Opt 18**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$10,441.00 - \$20,722.00 monthly

Job Type: Full-Time

Location: Madison County, Illinois

Number of Vacancies: **1**

Bid ID#: **10-77-300-93771-4279**

Under administrative direction of the Hospital Administrator, serves as the Medical Director for the Alton Mental Health Center responsible for administering, planning, and managing all medical care, psychiatric treatment, nursing care, social services, forensic court services, rehabilitation services and psychological treatment for all residents of the Alton Mental Health Center for both forensic (90%) and civil (10%) patients. Supervises professional staff in the day-to-day administration of all program services; establishes goals and objectives for program areas.

Alton Mental Health Center  
4500 College Ave.  
Alton, IL 62002

Elton Arrindell  
FAX: 618-474-5538



12/16/2018

Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Wed. 12/26/18 5:00 PM Central Time  
Salary: \$3,124.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: DOR 18436

Under immediate supervision, for a period of six (6) to twelve (12) months, receives structured classroom and on-the-job training involving various facets of the Customer Services Bureau programs and activities; as part of the training program receives and completes assignments of a routine nature in specific phases of the Revenue Tax Specialist functions performed; receives a combination of classroom and on-the-job training of the laws administered by the Agency, rules and regulations, tax forms, research methods and procedures, communication skills and computer usage/concepts; after successful completion of the on-the-job and classroom instruction, during which periodic evaluation will be made, will qualify through promotion to fill targeted vacancies as a Revenue Tax Specialist I.

**Work Hours:** 8:30am - 5:00pm

**Work Area and Location:**

Illinois Department of Revenue  
Taxpayers Services/Customer Service Bureau/Taxpayer Assistance Division  
Main North Regional Building, 9511 Harrison Street, Des Plaines, IL  
Cook County

**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



12/16/2018

Job Title: **Revenue Tax Specialist I**  
Agency: Revenue  
Closing Date/Time: Wed. 12/26/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **DOR 18435**

Requires a bachelor's degree and completion of the Revenue Tax Specialist Trainee program, or requires nine years supportive tax related experience, including completion of the Revenue Tax Specialist Trainee program; requires working knowledge of current Illinois and federal tax laws, rules and regulations and out of state filing requirements; requires working knowledge of tax terminology, forms and documents utilized in the processing of tax returns and supporting documents; requires working knowledge of manual and automated files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documents for compliance with applicable tax regulations; requires working knowledge of tax accounting theory; requires working knowledge of computer systems as related to the processing of tax information. Physical requirements are walking, standing, bending, reaching above shoulder level and lifting and carrying up to 25 pounds. Travel will be required on a limited basis.

**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



12/16/2018

Job Title: **Staff Development Specialist I - Opt MC**  
Agency: Human Services  
Closing Date/Time: Mon. 12/24/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-56-108362**

Under general supervision, participates in the development, implementation and provides training to staff, customers and family members on a wide range of topics related to deafness and DeafBlind; provides training on sign language and communication with individuals who are DeafBlind; coordinates and consults with program staff and supervisors on training needs; uses sign language to communicate with customers and families on a daily basis. Develops training schedules; evaluates and drafts reports on skill levels. Develops informational presentations. Travels in performance of job duties.

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



12/16/2018

Job Title: **Staff Development Specialist I - Opt MC**  
Agency: Human Services  
Closing Date/Time: Mon. 12/24/18 5:00 PM Central Time  
Salary: \$4,377.00 - \$6,581.00 monthly  
\$52,524.00 - \$78,972.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-56-108362**

Under general supervision, participates in the development, implementation and provides training to staff, customers and family members on a wide range of topics related to deafness and DeafBlind; provides training on sign language and communication with individuals who are DeafBlind; coordinates and consults with program staff and supervisors on training needs; uses sign language to communicate with customers and families on a daily basis. Develops training schedules; evaluates and drafts reports on skill levels. Develops informational presentations. Travels in performance of job duties.

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Bureau of Employee Services  
Andrew Reagan  
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Springfield, IL 62762  
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FAX: 217-524-2116



12/16/2018

Job Title: **Industrial Services Consultant Trainee**  
Agency: Department of Labor  
Closing Date/Time: Fri. 12/21/18 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **DOL 2018-20-200-12**

Requires knowledge, skill and mental development equivalent to completion of two years of college or two years of experience in a related field, or any equivalent combination of training and experience. Requires ability to establish and maintain satisfactory working relationships with management, supervisors, union representatives, and personnel at various types of occupational establishments. Requires the ability to communicate effectively orally and in writing.

Contact:  
Illinois Department of Labor  
900 South Spring Street  
Springfield, IL 62704  
Fax (217) 782-0596