



12/17/2018

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.

**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



12/17/2018

Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 12/27/18 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#: **10-72-108561**

Under general supervision, interprets diet prescriptions in the planning and preparation of menus and diets for individuals at Ludeman Developmental Center; plans and directs the preparation of diets; participates in the habilitation planning process; trains professional and paraprofessional staff with regard to proper nutrition and dietary requirements. Verifies compliance with Joint Commission and Public Health Standards, as well as, the Center's and Department of Human Services (DHS's) policies and procedures regarding nutrition and dietary needs.

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



12/17/2018

Job Title: **Clinical Laboratory Phlebotomist**  
Agency: Human Services  
Closing Date/Time: Thu. 12/27/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-72-108853**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same.

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Andrew Reagan  
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Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116



12/17/2018

Job Title: **Human Resources Representative**  
Agency: Human Services  
Closing Date/Time: Thu. 12/27/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-11-108941**

Requires knowledge, skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program. Prefers one year in the State structure interview and selection process. Requires extensive overnight travel. Requires a valid Illinois Driver's License. Requires the ability to lift equipment in excess of 70 lbs with assistance (dolly, cart, etc).

**WHERE TO APPLY:**

Michelle Julian  
Bureau of Employee Services  
100 S. Grand Avenue East, 3rd Floor  
Springfield, IL 62762  
FAX: 217-524-2116



12/17/2018

Job Title: **Guardianship Representative (West Sub Office)**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Mon. 12/31/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **17710-50-70-125-10-03**

Requires a Bachelor's degree plus two years of professional experience in a social service area. May require working after hours and on weekends. Requires ability to travel. Requires possession of a valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Shelly Boatman, HR Representative  
Illinois Guardianship & Advocacy Commission  
401 S. Spring  
Rm 521 Stratton Bldg.  
Springfield, IL 62706  
FAX # 217-524-0088



12/17/2018

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



12/17/2018

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.

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





12/17/2018

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.

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





12/17/2018

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



12/17/2018

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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Andrew Reagan  
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Springfield, IL 62762  
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FAX: 217-524-2116



12/17/2018

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



12/17/2018

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



12/17/2018

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



12/17/2018

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



12/17/2018

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).





12/17/2018

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



12/17/2018

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).



12/17/2018

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



12/17/2018

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



12/17/2018

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



12/17/2018

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



12/17/2018

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