



**State Representative La Shawn K. Ford**

# DAILY JOB LISTINGS



**Springfield Office**  
**239-E Stratton Office Building**  
**Springfield, IL 62706**  
**TEL: 217-782-5962**  
**FAX: 217-557-4502**

Chicago Austin \* Oak Park \*  
Riverside \* North Riverside \*  
Brookfield \* Berwyn \* Proviso  
Township \* Forest Park \* La Grange  
\* LaGrange Park \* Western Springs

1/23/2018



Job Title: Management Operations Analyst II  
Agency: Children & Family Services  
Closing Date/Time: Thu. 01/25/18 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#: 1808002-085898

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case; independently analyzes records and identifies positive and negative trends; works to develop team performance profiles; provides regular case consultation in meetings with managers, field supervisors

Agency Contact:  
Michele Shoultz-Hughes  
406 E Monroe, stat. 373  
Springfield, Il 62701  
Phone: (217) 558-0502  
Fax: (217) 524-3970  
E-mail: [Michele.Shoultz-Hughes@illinois.gov](mailto:Michele.Shoultz-Hughes@illinois.gov)

1/23/2018



Job Title: **Administrative Assistant I - Opt D1**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 01/26/18 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: **RC028**  
Bid ID#: **1850003-502652**

Under general direction of the Associate Deputy Director, serves as staff assistant; performs a variety of important staff and administrative functions; conducts special projects related to dually involved youth, human trafficking, and the emergency shelter system, which may be of a sensitive, confidential nature; serves as liaison, representing the Associate Deputy Director in working with Departmental divisions, regions, and other administrators; confers with management staff and identifies operational problems; coordinates the implementation of training

SUBMIT BIDS TO:  
Paige Baker  
DCFS  
406 E. Monroe St., Station 30  
Springfield, IL 62701  
[Paige.Baker@illinois.gov](mailto:Paige.Baker@illinois.gov)

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/23/2018



Job Title: **Program Integrity Auditor II**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 01/29/18 5:00 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IG0719**

Under direction, independently conducts on-site audits of providers participating in the Medical Assistance Program; writes comprehensive audit reports, audit results, calculations and audit schedules; monitors work for quality control; contacts providers to be audited; reviews audit scope with immediate supervisor; conducts exit interview with representative/provider; testifies on behalf of the Department at administrative hearings and reviews as an expert accounting witness; serves as liaison between the Department and the provider; travels extensively to conduct on-site field audits.

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

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

1/23/2018



Job Title: **Administrative Assistant I - Opt N1**  
Agency: Healthcare & Family Services  
Closing Date/Time: Mon. 01/29/18 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: **RC028**  
Bid ID#: **IG0720**

Under general direction, serves as staff assistant to the manager of the Audits unit in the Bureau of Medicaid Integrity (BMI); manages the Audit Training and Development program to provide for the professional advancement of accountants and medical reviewers in the bureau; contacts more advanced professional staff in the bureau, in private industry, and in educational institutions to coordinate training activities; confers with various bureau staff to identify issues and specific topics and/or professional subjects to be addressed in staff training opportunities; compiles and updates relevant federal and state statutes, policy manuals, informational notices to providers, and related training tools and references; travels to various counties to attend training sessions.

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

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



1/23/2018



Job Title: **Housing & Transition Liaison**  
Agency: Aging  
Closing Date/Time: Mon. 01/29/18 11:59 PM Central Time  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **AGE-17-12**

The Employee agrees to provide the following services for the Office of Transition & Community Relations in support of the Colbert Consent Decree:

- Applies knowledge of all Housing Specialist needs and contract deliverables and identifies management and systemic solutions to new and changing requirements

Please apply to:

Illinois Department on Aging

Attn: Office of Human Resources

One Natural Resources Way, Suite 100

Springfield, IL 62702

FAX: 217/557-4918

1/23/2018



Job Title: **Veterans Service Officer**  
Agency: Veterans Affairs  
Closing Date/Time: Thu. 01/25/18 3:00 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: **RC028**  
Bid ID#: **34-115-18-05**

Under direction, acts as Service Officer for the Department of Veterans' Affairs. Responsible for managing the operation of a field office. May provide itinerate part-time services at various locations; responsible for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois

Renee Dougherty  
Human Resources  
833 South Spring Street  
Springfield, IL 62704  
Phone: (217) 785-1788  
Fax: (217) 557-7235

1/23/2018



Job Title: **Public Service Administrator - Opt SS1**  
Agency: Human Rights Department  
Closing Date/Time: Wed. 01/24/18 5:00 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **18-01**

Under administrative direction, oversee the State-wide Discrimination Charge Intake Operation in the Chicago and Springfield offices; develops improved systems and procedures for interviewing, counseling, and taking formal charges from complainants; meets regularly with program staff; oversees the preparation of production records

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).



1/23/2018



Job Title: **Medical Administrator II Option D - Opt 18**  
Agency: Human Services  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-81-101709**

Under administrative direction of the Hospital Administrator, serves as the Facility Medical Director with full responsibility for the administration of all medical/clinical and psychiatric care services provided by licensed medical staff including Radiology, EEG/EKG, Laboratory and other clinical services; plans administers and evaluates programs and services

**CONTACT INFORMATION:**

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

1/23/2018



Job Title: **Employment Security Program Representative  
(Upward Mobility Target Title)**

Agency: Employment Security

Salary: \$3,647.00 - \$5,342.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **RCRA 12010**

Under general supervision, for an assigned area, assesses and addresses client Unemployment Insurance and Wagner-Peyser service needs. Provides services related to the processing of claims for unemployment insurance benefits, including but not limited to interstate, military, other federal or trade readjustment; conducts benefit right interviews; provides orientation and clarifies eligibility factors; adjudicates minor benefit claim issues. Through the use of the IL Labor Exchange system, matches candidates to job openings, provides referrals, placement and follow-up services on available job orders or training programs; processes and extracts data using automated data systems; refers clients with complex issues and service needs to the appropriate office or partner staff; establishes and maintains activity reports. As needed, performs these duties for assigned worksites within the service delivery area, other than the primary assigned office.

1/23/2018



Job Title: Office Assistant - Opt 2  
Agency: State Fire Marshal  
Closing Date/Time: Tue. 01/23/18 4:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 50-50-SFM18-001

Under general supervision, performs a variety of difficult clerical duties including but not limited to filing, typing, record keeping, faxing, copying, opening and sorting mail and answering the telephone. Maintains logs and records.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/23/2018



Job Title: **Child Welfare Administrative Case Reviewer - Opt SS**  
Agency: Children & Family Services  
Closing Date/Time: Tue. 01/23/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1860002-608656**

Under general direction of the ACR Program Manager, within an identified area of assignment, reviews, determines, convenes, manages, and conducts an independent case review of every child in substitute care, as required by federal and state law; reviews service plan and amends to ensure consistency with laws, rules, court orders, and established social work practice; provides a monitoring function to public and private providers on all chronic and critical feedback reports; alerts administrative staff to vital case issues; conducts special reviews on difficult cases; identifies and makes recommendations regarding policy revisions in the areas of case planning and service delivery; translates and interprets, both orally and in writing, for Spanish speaking clients.

1/23/2018



Job Title: **Civil Engineer VIII Engineer of Design & Environment**  
Agency: Transportation  
Closing Date/Time: Thu. 02/08/18 4:30 PM Central Time  
Salary: \$7,955.00 - \$9,710.00 monthly  
Job Type: Exempt  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42608**

This position is accountable for managing the Bureau of Design and Environment (BDE) which is responsible for developing statewide standards, specifications and policies for the design of a transportation network which provides for economical, smooth, safe, rapid and comfortable movement of people and goods within and through the state. This position is responsible for planning, directing and coordinating the activities of the bureau to ensure compliance with federal and state law which include developing transportation related policies, procedures, and standards; providing support services for district project development programs; preparing federal-aid program documents

A cover letter, resume and 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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, February 8, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



1/23/2018



Job Title: **Civil Engineer Trainee Studies & Plans Squad Member Trainee**

Agency: Transportation

Closing Date/Time: Fri. 02/09/18 4:30 PM Central Time

Salary: \$4,275.00 - \$4,655.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **5**

Bid ID#: **IPR#42564**

This is an entry-level trainee position responsible for performing detailed tasks associated with the preparation of design studies, contract plans, and specifications for highway improvement projects.

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](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Friday, February 9, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

1/23/2018



Job Title: **Medical Administrator II Option D - Opt 06**  
Agency: Human Services  
Closing Date/Time: Fri. 02/16/18 5:59 PM Central Time  
Salary: \$10,441.00 - \$20,722.00 monthly  
Job Type: Full-Time  
Location: Kankakee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **10-75-104346**

Serves as the facility medical director with total responsibility for the planning, administration, direction and evaluation of all medical care, medical treatment regimens, and medical services at Shapiro Center. In addition, functions as the primary physician for an assigned caseload and for complex cases. Ensures that all medical services, policies, procedures, quality assurance and risk management processes are in compliance with Federal, Public Health, Illinois and, Shapiro Requirements. The Medical Director is responsible for being knowledgeable of CDC guidelines as it relates to a state operated center. Acts as the Chairperson of a peer review committee regarding complex medical issues with individuals served at the Center. Directs and supervises physicians at the Center and other subordinate staff.

Contact:

Shapiro Center Personnel Office, 100 E. Jeffery St., Kankakee, IL 60901 (fax: 815-939-8560  
ATTN: PERSONNEL).

1/23/2018



Job Title: **Telecommunicator Specialist**  
Agency: State Police  
Closing Date/Time: Fri. 02/02/18 4:00 PM Central Time  
Salary: \$4,530.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **21-13-ISP18-014**

Under general supervision, utilizes a multi-channel trunked radio network system simultaneously receiving, monitoring, and transmitting information. Communicates within and amongst talk groups comprised of both inter- and intra-agency radio users of the trunked radio system. Operates a multiple-terminal console configuration over which multiple databases and messaging systems are utilized to transmit and receive police business and emergency messages between mobile and other base stations. Answers and acts upon incoming telephone calls, i.e., emergency, non-emergency, 9-1-1, from the public.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/23/2018



Job Title: **Telecommunicator Trainee**  
Agency: State Police  
Closing Date/Time: Fri. 02/02/18 4:00 PM Central Time  
Salary: \$4,213.00 - \$4,402.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **21-13-ISP18-013**

Under immediate supervision, on an indeterminate shift, participates in an agency-sponsored training program for a period of six to twelve months in the Illinois State Police (ISP) telecommunications applications designed to develop familiarization with ISP telecommunications procedures and practices and the usage of two-way radio, computer terminal equipment, and telephone call taking procedures.

Agency Contact:  
Robert Huck  
Public Safety Shared Services Center  
1301 Concordia Ct.  
Springfield, IL 62702  
217-557-6010 ext. 4217

1/23/2018



Job Title: **Child Support Specialist II**  
Agency: Healthcare & Family Services  
Closing Date/Time: Thu. 02/01/18 11:59 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#: **CS3792**

Under general direction, independently performs complex accounting and auditing work for the more complex child support accounts; independently identifies system issues which impact manual account review and adjustment requirements; develops and improves accounting procedures, methodologies, and training materials; journalizes by coding adjustment figures; completes accounts receivable ledger; organizes and submits batches for data entry; consults with Bureau of Application Development (BAD) staff on Key Information Delivery System (KIDS) technical adjustments; completes case file checklists, adjustment time logs, and quality assurance checklists.

Contact Person:  
Division of Child Support Personnel  
509 S. 6th St  
Springfield, IL 62701  
(217) 557-3900 Office  
(217) 524-3960 Fax



1/23/2018



Job Title: **Technical Advisor II**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 02/01/18 5:00 PM Central Time  
Salary: \$4,873.00 - \$7,392.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC010**  
Bid ID#: **1826001-262425**

**General Description:** Under general direction, performs technical and legal work for the Office of the Inspector General (OIG) relating to confidential investigations, including but not limited to child death and serious injury investigations; provides technical advice concerning recommendations of administrative action; drafts rules, regulations, interpretations, and summaries; performs technical legal research.

**Contact: James Sneed**  
**2020 W. Roosevelt 2nd flr. Chicago, IL. 60608**  
**Email: [James.Sneed@illinois.gov](mailto:James.Sneed@illinois.gov) PH: (312) 814-1222 FAX: (312) 814-1224**

1/23/2018



Job Title: Office Associate - Opt 2  
Agency: Corrections  
Closing Date/Time: Wed. 01/31/18 11:59 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#: IDOC29-05-18-4780

Under direction of the Parole Supervisor (PSA) , independently performs a variety of complex, specialized clerical duties for an assigned area within the Northern Region Parole Offices; keyboards technical and complex reports and correspondence with specialized terminology; maintains files of violation reports, court cases, warrant dispositions and related reports; coordinates data input for Offender Tracking system; monitors and transmits electronic correspondence.

**CONTACT INFO:**

IL Dept. of Corrections / Parole  
Attn: Christina Austin, HR Spec.  
1301 Concordia Court  
PO Box 19277  
Springfield, IL 62794  
christina.austin@illinois.gov

1/23/2018



Job Title: **Management Operations Analyst II**  
Agency: Children & Family Services  
Closing Date/Time: Thu. 01/25/18 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#: **1808002-085898**

Under direction, independently conducts in-depth Department-wide management operations studies involving complex case record review and analysis of agency performance to ensure compliance with quality and improved outcomes related to the safety, permanency, and well-being of children through the life of a case; independently analyzes records and identifies positive and negative trends; works to develop team performance profiles

Agency Contact:  
Michele Shoultz-Hughes  
406 E Monroe, stat. 373  
Springfield, IL 62701  
Phone: (217) 558-0502  
Fax: (217) 524-3970  
E-mail: [Michele.Shoultz-Hughes@illinois.gov](mailto:Michele.Shoultz-Hughes@illinois.gov)

1/23/2018



Job Title: **Corrections Leisure Activities Specialist I**  
Agency: Corrections  
Closing Date/Time: Tue. 01/30/18 3:00 PM Central Time  
Salary: \$3,957.00 - \$5,854.00 monthly  
Job Type: Full-Time  
Location: Vermilion County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-97-18-0073**

Under direct supervision, functions at the beginning professional level by participating in providing for the direct delivery of professional leisure time activities to offenders at Danville Correctional Center; participates in planning and coordinating leisure activities; maintains records.

**CONTACT:**

Melisa Higgins, Human Resources Representative  
Danville Correctional Center  
3820 E. Main Street  
Danville, IL 61834  
Phone: (217) 446-0441, Ext. 215  
Fax: (217) 446-9945  
Email: [melisa.higgins@illinois.gov](mailto:melisa.higgins@illinois.gov)

1/23/2018



JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



1/23/2018



## **CMS EMPLOYMENT**

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:  
James R. Thompson Center  
100 W. Randolph, Suite 3-300  
Chicago, IL 60601-3220  
(312) 793-3565 (voice)  
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible  
Schedule Testing Check in time for tests - clerical and non-clerical is anytime  
between 8:00 a.m. - 1:30 p.m.**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDD.COM](http://WWW.LASHAWNFORDD.COM) EMAIL JOB LEADS TO  
[WORKFORCE@LASHAWNFORDD.COM](mailto:WORKFORCE@LASHAWNFORDD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



## What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

### How to apply

Jobseekers need to actively participate in one of the 13 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 servicer and rail car servicer Second Chance positions.

## [Click Here For the 13 Designated Agencies](#)

### What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
  - Reside within the City of Chicago
  - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
  - House arrest (wearing metal band/bracelet)
  - Drug/alcohol program (i.e. Methadone treatment)
  - Work release center
  -

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



**How many Second Chance positions are available?**

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

**How long does the program last?**

Based on job performance and attendance, a participant may serve for 12 months or more.

**How much does the program pay?**

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

**How is a participant selected?**

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

**Once the referring agency recommends an applicant, what happens?**

- Applicants are fingerprinted for background processing.
  - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
  - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.
  - Completion of all hiring documentation and application inserts
    - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORD.COM](mailto:WORKFORCE@LASHAWNFORD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

1/23/2018



- The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

**What happens when the participant successfully completes the program?**

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

**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.