State Representative La Shawn K. Ford

DAILY JOB LISTINGS

4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903

Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)

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

02/08/2017

Job Title:	Office Assistant - Opt 1
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	$2,845.00 - $3,519.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	E-HCD Continuous

Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations

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).

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Continuous
Salary:	$2,845.00 - $3,519.00 monthly
Job Type:	Full-Time
Location:	Statewide, Illinois
Number of Vacancies:	1
Bid ID#:	G-HCD Continuous

Under general supervision, reviews complex materials which includes resumes for clients, weekly and monthly statistical reports, minutes of monthly unit meetings, and confidential materials such as staff performance evaluations

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).

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	State Police
Closing Date/Time:	Continuous
Salary:	$2,939.00 - $3,634.00 monthly
Job Type:	Full-Time
Location:	Will County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	21-43-ISP08-C002

Performs a variety of complex data entry and clerical functions, utilizing a number of general office procedures related to the processing of criminal and noncriminal justice submissions.

Contact:
Public Safety Shared Services Center
1301 Concordia Court
Post Office Box 19278
Springfield, Illinois 62794-9278
Phone: 217.557.6015

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Children & Family Services
Closing Date/Time:	Wed. 02/08/17 5:00 PM Central Time
Salary:	$2,782.00 - $3,781.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	1713005-131524

Under general supervision, performs varied complex and specialized clerical support services involving case file maintenance, typing, records processing, and other office support functions for the Foster Home Licensing Compliance Unit

Contact Person: Zack Booher
Zackary.Booher@illinois.gov
10 Collinsville Ave, Suite 301
East St. Louis, IL 62201
Phone: 618-583-2193
Fax: 618-583-2059

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Illinois Gaming Board
Closing Date/Time:	Wed. 02/15/17 5:00 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#:	IGB 13723

Under general supervision, performs a variety of difficult and responsible clerical information and assistance for the Illinois Gaming Board Chicago office including filing, correspondence, record processing and general office support functions. Receives, reviews and sorts various documents and correspondence in preparation for filing

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Tue. 02/14/17 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:	DuPage County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-92-99598

Under general supervision, reviews complex material to be typed, processed and field. Types a variety of routine forms, form letters, cards and records.

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

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Wed. 02/15/17 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:	McLean County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-93-99582

Under general supervision serves as receptionist for local office. Performs a variety of difficult and responsible clerical functions and assistance including filing, typing, record processing, secretarial and general office functions.

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Human Services
Closing Date/Time:	Fri. 02/10/17 4:00 PM Central Time
Salary:	$2,889.00 - $3,933.00 monthly
Job Type:	Full-Time
Location:	Kane County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	10-81-96621

This position performs clerical functions including typing of documents for the Forensic Program. Coordinates Central Scheduling office operations; handles all requests for time off from Nursing personnel, verifies adequate coverage on employees' unit and informs managers of such.

CONTACT INFORMATION:
Human Resource Office
Elgin Mental Health Center
750 S State St., Elgin, IL 60123
Phone: 847-742-1040, ext. 2095 or 3574; Fax: 847-429-4933

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Natural Resources
Closing Date/Time:	Thu. 02/16/17 5:00 PM Central Time
Salary:	$2,782.00 - $3,781.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	12-00-5084

Under supervision, performs clerical duties, monitors phones and incoming calls, word processing, database maintenance, office filing and provide other general office support including mail posting.

WHERE TO APPLY
Illinois State Museum
Attn: Tammy Wheeler
502 S. Spring St.
Springfield, IL 60702
Phone: 217-785-4917
Fax: 217-557-9226

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Prisoner Review Board
Closing Date/Time:	Wed. 02/15/17 5:00 PM Central Time
Salary:	$2,782.00 - $3,781.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	50 7802022017

Under general supervision, performs a variety of specialized clerical and typing tasks; typing of minute sheets, final decision of board actions and revised orders. Assigns violation cases for youth and adult offenders; assigns board members and attorneys to pending revocation cases.

Contact: Nikki Damhoff

Work Location:
319 E. Madison, Suite A
Springfield, IL 62701
(217) 782-7273
(217) 524-7961 (fax)

02/08/2017

Job Title:	Staff Development Specialist I
Agency:	Human Services
Closing Date/Time:	Fri. 02/10/17 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:	St. Clair County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-95-99591

Under direct supervision, serves as a program trainer in a local office of Family & Community Services. Develops and implements training plans which assist local office professional and clerical staff in implementing current , new and revised welfare programs. Organizes the goals and objectives of the local office training program

Please submit applications to:
Krissie Buss
Bureau of Employee Services
100 S. Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-2116
PHONE: 217-557-0347

02/08/2017

Job Title:	Staff Development Specialist I (1) position
Agency:	Human Services
Closing Date/Time:	Thu. 02/09/17 4:00 PM Central Time
Salary:	$4,377.00 - $6,581.00 monthly
Job Type:	Full-Time
Location:	Lake County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	10-70-17-99506-0009

Under general supervision of the Training Coordinator, participates in the development, implementation, documentation and evaluation of training; serves as training instructor; provides orientation for supervisory, administrative

40 hour work week, 8:00 am - 4:30 pm, Monday through Friday
Contact: Human Resources, Ann M. Kiley Center, 1401 W. Dugdale Road, Waukegan, IL 60085
fax: 1-847-249-0722

02/08/2017

Job Title:	STEAMFITTER (TEMPORARY) PREVAILING WAGE RATE
Agency:	Agriculture
Closing Date/Time:	Fri. 02/10/17 5:00 PM Central Time
Job Type:	Temporary
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	PR000
Bid ID#:	11-10-IDOA 255

Under immediate supervision, performs skilled HVAC tasks at the journeyman level in installing, repairing, altering and maintaining steam, air, gas and liquid transmission systems

IL Dept of Agriculture
Bureau of Human Resources
John R. Block Building - IL State Fairgrounds
Springfield, IL 62794
(217) 785-5099

02/08/2017

Job Title:	Support Service Worker
Agency:	Veterans Affairs
Closing Date/Time:	Continuous
Salary:	$2,647.00 - $3,570.00 monthly
Job Type:	Full-Time
Location:	Adams County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	34-30-14-cont.

Under direct supervision, performs routine housekeeping duties and assists in maintaining the cleanliness and sanitary environment of assigned building areas. Cleans all building interiors and equipment in assigned area.

Contact:
IL Veterans' Home
Human Resources Office
Phone: 217/222-8641 ext 204
Fax: 217/222-2961

02/08/2017

Job Title:	Support Service Worker (Housekeeping)
Agency:	Veterans Affairs
Salary:	$2,647.00 - $3,570.00 monthly
Job Type:	Full-Time
Location:	Union County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	34-60-14-cont.

Under direct supervision, performs routine housekeeping required to maintain cleanliness and a sanitary environment of all assigned building areas. Sweeps, dry and wet mops, strips waxes and buffs hard surfaced floors. Operates a variety of cleaning machines and equipment. Responsibilities include collecting soiled laundry and linens and transporting to the laundry area.

Contact:
Melanie McReynolds
Phone: (618) 833-6302 ext: 243
Fax: (618) 833-2040

02/08/2017

Job Title:	Support Service Worker - Dietary
Agency:	Veterans Affairs
Closing Date/Time:	Continuous
Salary:	$2,647.00 - $3,570.00 monthly
Job Type:	Full-Time
Location:	Adams County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	34-30-14-cont.

Under direct supervision, performs routine food service tasks in the kitchen, dining room, or other dietary area. Assists in preparing foods for cooking and in cooking operations. Assists in serving food either on a serving line or on individual plates or trays; assists in all dining room functions. Prepares, loads, and in certain instances

Contact:
IL Veterans' Home
Human Resources Office
Phone: 217/222-8641 ext 247
Fax: 217/222-2961

02/08/2017

Job Title:	Support Service Worker - Dietary
Agency:	Veterans Affairs
Closing Date/Time:	Continuous
Salary:	$2,647.00 - $3,570.00 monthly
Job Type:	Full-Time
Location:	Adams County, Illinois
Number of Vacancies:	1
Plan/BU:	RC009
Bid ID#:	34-30-14-cont.

Under direct supervision, performs routine food service tasks in the kitchen, dining room, or other dietary area. Assists in preparing foods for cooking and in cooking operations. Assists in serving food either on a serving line or on individual plates or trays; assists in all dining room functions. Prepares, loads, and in certain instances

Contact:
IL Veterans' Home
Human Resources Office
Phone: 217/222-8641 ext 247
Fax: 217/222-2961

02/08/2017

Job Title:	Training Manager
Agency:	Illinois Courts/Administrative Office of the Illinois Courts
Salary:	$62,244.00 / Year
Job Type:	Full-Time
Location:	Cook County, Illinois
Number of Vacancies:	1
Bid ID#:	181

The Training Manager facilitates and coordinates all phases of continuing legal education curriculum design, planning, presentation, delivery and evaluation, including the management of meetings, event sites and distance learning environments. The Training Manager is expected to draft documents/reports that aid the development and delivery of continuing legal education and the production of legal resources.

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

Barbara Black
(217) 524-6429

02/08/2017

Job Title:	Office Assistant - Opt 2
Agency:	Public Health
Closing Date/Time:	Fri. 02/17/17 5:00 PM Central Time
Salary:	$2,782.00 - $3,781.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDPH 46-17-0187

Under general supervision, performs a variety of complex, specialized clerical duties in order to assist the flow and processing of information, documents and data entry concerning the licensure and survey process for assisted living and shared housing establishments.

Agency Contact:
Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Fax: 217-785-2038
Email: DPH.HRApplications@illinois.gov

02/08/2017

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.

02/08/2017

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 the13 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
  -

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx

02/08/2017

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

4800 W. CHICAGO AVENUE, CHICAGO, ILLINOIS 60651 773.378.5902 FAX 773.378.5903
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Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx

- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.

  - 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.

Uber Driver Partner (Choose Your Own Hours)

WHO WE ARE:

Drive with Uber and get paid INSTANTLY in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you

drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

WHAT YOU NEED TO KNOW:

- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
- **Get Paid Weekly:** Get checks deposited into your bank account weekly.

- You're at least 21 years' old
- You have a 4-door vehicle
- You have a driver's license and insurance
- You're friendly and excited to earn money on your schedule!

SIGN UP TO DRIVE: QUESTIONS? CALL 888-653-1610