



**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

02/16/2018



Job Title: **Educator - Opt E**  
Agency: Corrections  
Closing Date/Time: Fri. 03/02/18 4:59 PM Central Time  
Salary: \$4,311.00 - \$7,969.00 monthly  
Job Type: Full-Time  
Location: Lawrence County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **IDOC 29-63-18-3005**

Under general supervision of the Education Facility Administrator (Public Service Administrator), instructs students in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology Prepares and executes diagnostic test instruments geared to each student's abilities and needs. Administer evaluate testing on a follow-up basis to gauge 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. Provide developmental, corrective and supportive supervision.

Work Hours: TUES, WED, THURS 7:00 am to 5:00 pm; FRI 7:00 am to 4:30 pm  
SAT/SUN/MON Days off

Lawrence Correctional Center, 10940 Lawrence Road, Sumner, IL 62466  
Diane Musgrave, Human Resource Representative, 618-936-2064, Ext. 2011

02/16/2018



Job Title: **Building/Grounds Laborer**  
Agency: Military Affairs, Department of  
Closing Date/Time: Thu. 03/01/18 11:59 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Full-Time  
Location: DeKalb County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **18-033**

**EXAMPLE OF WORK:** Under immediate supervision, performs non-skilled cleaning tasks and manual grounds and building labor; strips, scrubs, waxes, and polishes floors; washes windows; cleans restrooms; maintains lawns and landscaping; shovels snow; empties trash.

**WORK SHIFT:**  
800AM-430PM  
Monday-Friday

**BARGAINING UNIT:** RC-042

**FOR ADDITIONAL INFORMATION:** Contact Lindsy Morrow at (217) 3633 or Janice Estes at (217) 761-3786

02/16/2018



Job Title: **Building/Grounds Maintenance Worker**  
Agency: Military Affairs, Department of  
Closing Date/Time: Thu. 03/01/18 11:59 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: St. Clair County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **18-035**

**EXAMPLE OF WORK:** Under direct supervision, regularly performs a variety of semi-skilled labor or building/ mechanical work below the journeyman level, may directly assist skilled craftsmen; operates heavy equipment in the maintenance of facilities and grounds for the Illinois National Guard at Scott AFB, Illinois. Requires possession of appropriate valid driver's license pertaining to equipment operated.

POSITION LOCATION:  
Scott AFB-CE  
146 Air Guard Way  
Scott AFB, IL 62225

WORK SHIFT: In Accordance with Base Operations

**FOR ADDITIONAL INFORMATION:** Contact Lindsy Morrow at (217) 761-3633 or Janice Estes at (217) 761-3786.

02/16/2018



Job Title: **Social Service Program Planner Iv**  
Agency: Human Services  
Closing Date/Time: Thu. 03/01/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
\$65,292.00 - \$99,816.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-97-104416**

Subject to management approval, identifies and assists in the management of the TANF (Temporary Assistance for Needy Families) and SNAP (Supplemental Nutrition Assistance Program) population; performs the most complex and highly technical and independent reviews of TANF/SNAP cases on site at FCRCs to verify appropriate documentation; develops and provides TANF and SNAP management training; develops resources and implements strategies in monitoring and analyzing TANF/SNAP data reports and implements strategies to meet performance outcomes; serves as specialist team member on projects and provides the most technical and complex input into the development of program policy and procedures to verify delivery of purchased service systems. Travels throughout the state in the performance of duties.

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

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>

02/16/2018



Job Title: **Revenue Tax Specialist III**  
Agency: Revenue  
Closing Date/Time: Thu. 03/01/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC062**  
Bid ID#: **DOR 16933**

Under general direction, serves as an advanced technical specialist; performs specialized duties in the research, analysis, and review of technical, legal or procedural issues concerning any/all taxes administered by the Department of Revenue; performs technical analysis of Internal Revenue Service (IRS) Revenue Agency Reports, State and federal tax returns, related supportive documents, taxpayer correspondence and federal-state tape match computer notices for accuracy, propriety and relevance; performs complex and specialized technical analysis of state and federal tax returns, outside information sources, databases, to identify areas of non-compliance and audit issues, referring accounts identified for audit; performs specialized audit duties involving in-state and out-of-state audits and accounts

**Agency Contact:**

Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702  
217-782-6239 Phone  
217-782-8957 Fax

02/16/2018



Job Title: **Public Service Administrator - Opt 2B**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Fri. 03/02/18 11:59 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: **RC062**  
Bid ID#: **17511**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior. Assists superior with enforcement of the policies and procedures regarding supervision of banks, thrifts and corporate fiduciaries.

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

02/16/2018



Job Title: **Social Worker IV**  
Agency: Human Services  
Closing Date/Time: Thu. 03/01/18 4:30 PM Central Time  
Salary: \$5,441.00 - \$8,689.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-77-322--40-01-104526-4437**

Under direction of the Clinical Director and under the clinical supervision of the Chief Social Worker, for the Alton Mental Health Center performs professional social work services involving the application of social work principles and techniques in the evaluation, problem identification & treatment of adults on a civil unit manifesting complex emotional and psycho-social disorders; determines & develops sources of information which provide an understanding to patients' problems, supports adjunctive cooperation and linkage with in- & out-patient services, and secures clinical and support resources needed by patients after discharge.

Dr. Rod Hoebet  
Alton Mental Health Center  
4500 College Ave  
Alton, IL 62002  
(618)474-3473



02/16/2018



Job Title: **Senior Public Service Administrator - Opt 8Q**  
Agency: Veterans Affairs  
Closing Date/Time: Thu. 03/15/18 3:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Exempt  
Location: Kankakee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **BBR**  
Bid ID#: **34-101-18-08**

Serves as Manteno and Prince Veterans Home Administrator; develops and executes programs, policies and procedures encompassing but not limited to the operations of the resident services units and fiscal services units in collaboration with management personnel. Reviews and approved the preparation and issuance of any revisions or additions to the Administrative Guideline manual with its policies, procedures, being in compliance with the regulations of Department and related state depts. and federal agencies. Develops long range goals and plans for the operation of the facility. Supervises staff, assigns work; approves time off

Apply To (send CMS100 Employment Application):

IDVA

Renee Dougherty

Human Resources

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-1788

Fax: 217-557-7235

[renee.dougherty2@illinois.gov](mailto:renee.dougherty2@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>

02/16/2018



Job Title: **Senior Public Service Administrator - Opt 2B**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Tue. 03/06/18 11:59 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **TG000**  
Bid ID#: **17515**

Under administrative direction, directs, coordinates and reviews the day-to-day management of the Chicago Risk Management Supervision/C4 Unit functions in the Banks, Trust Companies and Savings Institutions Section for the Division of Banking. Plans, coordinates and schedules examinations of banks and corporate fiduciaries. Serves as full line supervisor.

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**

217-557-3022 Fax

02/16/2018



Job Title: **Child Welfare Administrative Case Reviewer**  
Agency: Children & Family Services  
Closing Date/Time: Mon. 02/26/18 5:00 PM Central Time  
Salary: \$5,441.00 - \$8,318.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **1860010-604294**

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.

**SUBMIT BIDS TO:**

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

Phone: (217) 557-7430  
Fax (217) 785-0395

02/16/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Mon. 02/26/18 11:59 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **17504**

Under administrative direction, investigates and prosecutes violations of assigned acts, rules, regulations and judicial decisions brought forth under, but not necessarily limited to, Pharmacy Practice; Dental Practice; Clinical Psychologist Licensing; Clinical Social Work and Social Work Practice; Nurse Practice; Nursing Home Administrators Licensing and Disciplinary; Marriage and Family Therapy Licensing; Marriage and Family Therapy Licensing; Professional Counselor and Clinical Professional Counselor Licensing; Professional Counselor and Clinical Professional Counselor Licensing; Environmental Health Practitioner Licensing; Optometric Practice; Veterinary Medicine and Surgery Practice

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

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217-557-3022 Fax

02/16/2018



Job Title: Probation Program Assistant (Interstate Compact Unit)

Agency: Illinois Courts/Administrative Office of the Illinois Courts

Closing Date/Time: Wed. 02/28/18 5:00 PM Central Time

Salary: \$32,086.00 / Year

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: 1

Bid ID#: 229

The Probation Program Assistant (Interstate Compact Unit) reviews and processes probation cases transferred into Illinois and from Illinois to other states.

8:30 a.m. - 5:00 p.m.  
Administrative Office of the Illinois Courts  
3101 Old Jacksonville Road  
Springfield, Illinois 62704

Barb Black  
(217) 524-6429

02/16/2018



Job Title: **Administrative Assistant - Assistant Director**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Salary: \$38,342.00 / Year  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **228**

The Administrative Assistant provides assistance to the Assistant Director of the Probation Services Division through coordination of office support activities and performance of secretarial duties. Initiative and independent judgment are exercised within a broad range of ongoing tasks and new initiatives.

8:30 a.m. - 5:00 p.m.

Administrative Office of the Illinois Courts  
Probation Services Division  
3101 Old Jacksonville Road  
Springfield, IL 62704

Barbara Black  
(217) 524-6429

02/16/2018



Job Title: **Public Service Administrator - Opt 2B**  
Agency: Financial & Professional Regulation  
Closing Date/Time: Fri. 03/02/18 11:59 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: **RC062**  
Bid ID#: **17512**

Under administrative direction, serves as Case Manager for the examination of banks, thrifts and corporate fiduciaries including their affiliates and subsidiaries for the Banks, Trust and Savings Institutions in the Division of Banking. Reviews and evaluates reports of examinations, enforcement actions, and prepares transmittal letters for submission to superior. Assists superior with enforcement of the policies and procedures regarding supervision of banks

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

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217-557-3022 Fax

02/16/2018



Job Title: Health Facilities Surveyor III - Opt 3  
Agency: Public Health  
Closing Date/Time: Mon. 02/26/18 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#: 44-18-0239

Under general direction of the Field Supervisor, independently or as a member of a professional team, travels to conduct surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Serves as technical expert and independently performs difficult and complex nutritional surveys. Serves as preceptor for lower level Dietitians and as the subject matter expert on issues of dietetics.

**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](mailto:DPH.HRApplications@illinois.gov)



02/16/2018



Job Title: Health Facilities Surveyor III - Opt 1  
Agency: Public Health  
Closing Date/Time: Mon. 02/26/18 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#: 44-18-0241

Under general direction of the Field Supervisor, independently or as a member of a professional team, travels to conduct surveys, investigations and monitoring visits of long-term care facilities and hospitals to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Serves as technical expert and independently performs difficult and complex institutional health and safety surveys. Serves as preceptor for lower level surveyors.

**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](mailto:DPH.HRApplications@illinois.gov)

02/16/2018



Job Title: **Emergency Response Telecommunicator - Opt B**  
Agency: Emergency Management Agency  
Closing Date/Time: Mon. 02/26/18 4:00 PM Central Time  
Salary: \$3,240.00 - \$4,592.00 monthly  
Job Type: Part-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **50-17-IEMA18-014**

Under direct supervision of the Office Administrator IV, the Emergency Response Telecommunicator performs assigned tasks in regard to: transmitting and receiving emergency and administrative messages via two-way radio, telephone, computer, telefax and satellite equipment concerning hazardous materials, nuclear power plant accidents, natural and manmade disasters, etc.

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

02/16/2018



Job Title: **Corrections Law Library Assistant**  
Agency: Corrections  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$3,803.00 - \$5,580.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-58-18-0718**

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework. 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 and word usage. Requires analytical ability in working with information such as would typically be acquired through a professional education. Requires ability to write in a clear and concise manner.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218

02/16/2018



Job Title: **Business Administrative Specialist**  
Agency: Corrections  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$4,141.00 - \$6,184.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-58-18-0019**

Under direction of the Business Administrator (Public Service Administrator), coordinates the operation of the Business Office engaged in vouchering, fiscal and procurement functions while serving as a designated lead-worker; gathers data and participates in the preparation of the facility's budget; serves as the institution's procurement officer; monitors contractual review and administration process.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218

02/16/2018



Job Title: **Sex Offender Therapist II**  
Agency: Corrections  
Closing Date/Time: Fri. 02/23/18 3:00 PM Central Time  
Salary: \$4,821.00 - \$7,304.00 monthly  
Job Type: Full-Time  
Location: Jefferson County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC-29-58-18-0398**

Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, requires five years of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of theories and assumptions underlying the field of sex offender treatment and evaluation. Requires Requires extensive knowledge of assessment instrument and measurement techniques.

**LOCATIONS:**

IDOC-Big Muddy River Correctional Center  
251 N. Illinois Hwy 37  
Ina, IL 62846

**AGENCY CONTACT:**

Linda Ellis, HR. Rep  
(618) 437-5300 Ext. 218

02/16/2018



JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

02/16/2018



## **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.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO  
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## **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
  -





**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>

02/16/2018



- 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.