



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

03/04/2018



Job Title: Public Service Administrator - Opt 6H
Agency: Illinois Council on Developmental Disabilities Council
Closing Date/Time: Fri. 03/30/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: BBR
Bid ID#: ICDD 18-05

Bachelor's Degree required with demonstrated coursework in Special Education, Human Services Policy/Administration, Nonprofit Administration, Disability/Human Development, Public Policy/Administration, Disability Studies, Post-Secondary Transition, or Psychology. Master's Degree in related field is preferred. Requires 4 years of professional experience in a field related to intellectual and developmental disabilities.

Illinois Council on Developmental Disabilities
830 South Spring Street
Springfield, IL 62704
Agency Contact: Janinna Hendricks
Email: Janinna.Hendricks@Illinois.gov
Phone: 217-782-9696
TTY: 888-261-2717

03/04/2018



Job Title: **Senior Public Service Administrator - Opt 8N**
Agency: Human Services
Closing Date/Time: Tue. 03/20/18 4:30 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-80-18-15 / 104436**

Under administrative direction of the Medical Director for Choate Mental Health and Developmental Center and the Statewide Director of Nursing, serves as Director of Nursing for Choate Mental Health and Developmental Center. Plans, organizes, directs, and manages all aspects of the nursing staff that provide day-to-day care to the individuals served at the hospital. Develops and establishes the goals and objectives of nursing care and clinical support services. Assists the Medical Director in the management of health-related services within the facility.

Location: Mental Health Services - Nursing Services
Hours: 8:00 AM - 4:30 PM
Days Out: Saturday & Sunday

Contact Person: Donna Patterson or Stacey Busby
PH: (618) 833-5161, ext. 2486 or 2222

03/04/2018



Job Title: **CET Construction Civil Engineer Trainee**
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,665.00 - \$5,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **23**
Plan/BU: **PM-00**
Bid ID#: **IPR#42541**

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required. This is a training position.

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 by **Friday, March 16, 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.

03/04/2018



Job Title: **ET I Seasonal Engineering Technician Intern (District 1/Schaumburg)**

Agency: Transportation

Closing Date/Time: Wed. 03/14/18 4:30 PM Central Time

Salary: \$17.00 - \$17.00 hourly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: **44**

Bid ID#: **IPR#42662**

The Seasonal Engineering Technician Intern Program is designed to give engineering students an opportunity to obtain on-the-job training from May 16, 2018 through August 15, 2018. This position is accountable for providing engineering assistance for all aspects of highway related design, construction, and maintenance projects.

Please visit <http://www.idot.illinois.gov/about-idot/employment-opportunities/employment/index> to download the application, CMS284A&B and to view the entire position description.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-4665.

03/04/2018



Job Title: **Forensic Scientist Trainee - Opt A**
Agency: State Police
Closing Date/Time: Tue. 03/13/18 4:00 PM Central Time
Salary: \$4,167.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **5**
Plan/BU: **RC062**
Bid ID#: **21-31-ISP18-046**

Requires a Bachelor's degree in natural science or forensic science.

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

03/04/2018



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Tue. 03/06/18 4:59 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10/79-103080**

Under direct supervision of the Dietary Manager, performs tasks in one or several areas of the Dietary Department; assists in the preparation and serving of food; distributes food to patient areas; cleans and maintains sanitation of the kitchen and related areas. Sweeps and mops; assists in cleaning dish-washing area and cleans equipment after each use.

Dietary Department
1 Eve 11:30-7:30 pm Rotating days off
CONTACT INFORMATION:
Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

03/04/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Tue. 03/06/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **LOT 17613**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 606 which encompasses the South Downtown Chicago area; delivers promotional material to sales retailers; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

03/04/2018



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.

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).

03/04/2018



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.

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).

03/04/2018



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**

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

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).

03/04/2018



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**

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits.

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03/04/2018



Job Title: **Investigator**
Agency: Executive Inspector General *
Salary: \$3,333.50 - \$5,833.50 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **200S**

POSITION SUMMARY: Under direct supervision of the Supervising Investigator, Deputy Inspector General and Chief, Deputy Inspector General, or Assistant Inspector General, serves as Investigator. The incumbent is responsible for conducting investigations in compliance with applicable laws, rules, and policies. Gathers, preserves, and analyzes evidence; obtains information via interviews and other methods; prepares investigative reports. This position involves working within limits of authority on assignments of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington Street
Chicago, IL 60602

Contact:
Human Resources
312-814-1789

03/04/2018



Job Title: **Child Welfare Specialist - Opt SS (Upward Mobility Target Title)**

Agency: Children & Family Services

Salary: \$4,377.00 - \$6,581.00 monthly

Job Type: Full-Time

Location: Sangamon County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **Spfld State Central Register**

Under general supervision, provides statewide telephone coverage of a toll-free number for the reporting of alleged child abuse and neglect; makes highly responsible decisions regarding intake and screening of information received on initial calls to the toll-free number; completes all necessary reports and forwards to appropriate staff; provides information for input into computer terminals; monitors incoming written reports; translates and interprets, both orally and in writing, for Spanish speaking clients.

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).

03/04/2018



Job Title: **Registered Nurse II**
Agency: Human Services
Salary: \$5,024.00 - \$6,833.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10.79-122-23-01**

Under the supervision of the Nursing Manager, serves as Charge Nurse to RN's, LPN's and Mental Health Technicians; participates as a member of the interdisciplinary treatment team; directs personnel in the delivery of patient care and treatment consistent with individual treatment plans.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

03/04/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$4,471.00 - \$6,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **10.79.200.02.01**

Under general supervision of the Clinical Nurse Manager, provides a full range of professional nursing services, consistent with individual treatment plans of mentally ill deaf/blind hard of hearing recipients; participates as a member of the Interdisciplinary Treatment Team.

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

03/04/2018



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**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth; facilitates group sessions to develop rapport with youth; Provides input in to the development of individualized service plans. Transports youth and supervises movement to and from destination. Attends in-service training to attain new and updated skills and proficiency to carry out specialized service delivery programs.

Ken Hilgendorf, Agency Contact
Illinois Department of Juvenile Justice
217-557-1030 x3008

03/04/2018



Job Title: Office Coordinator - Opt 2
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: DCEO42-05-091.18

Under direction, conducts secretarial and complex, specialized office support functions; edits and types a variety of correspondence, reports, program manuals, procedure letters, application packages and management reports or other information from handwritten hard copies and computer applications for the Office of Community Assistance; receives and responds to telephone inquiries regarding program services; assists with the preparation and execution of the annual program conferences and meetings with sub-grantees; organizes, updates and maintains master files

**Illinois Department of Commerce & Economic Opportunity
COMMUNITY ASSISTANCE OFFICE
500 East Monroe Street – Springfield, Illinois 62701**

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Fl. - Springfield, IL 62701-1643

PHONE: 217-785-1577 **FAX:** 217-524-0189

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

03/04/2018



Job Title: **Accountant Advanced**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 03/09/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **DCEO42-05-061.18**

Under direction, independently conducts annual fiscal monitoring of grantees; writes detailed reports to summarize the results of grantee agency fiscal monitoring; coordinates with division programmatic staff on specific financial aspects of grantee agency operations; assists in the development of policies, forms, procedures, and strategies for grantee agency fiscal monitoring and external auditing

Illinois Department of Commerce & Economic Opportunity
COMMUNITY ASSISTANCE OFFICE
JRTC, 100 W. RANDOLPH STREET - CHICAGO, ILLINOIS 60601

MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

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03/04/2018



Job Title: **Manpower Planner III**
Agency: Commerce & Economic Opportunity
Closing Date/Time: Fri. 03/09/18 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#: **DCEO42-40-089.18**

Under the direction of the Northern Workforce Development Manager, performs rapid response and layoff aversion duties associated with the Workforce Investment and Trade Act Programs. Conducts on-site meetings with employers initiating or contemplating reductions in their labor force and provides rapid response or layoff aversion services authorized by the United States Department of Labor.

EMPLOYMENT & TRAINING OFFICE

JRTC, 100 West Randolph Street – Chicago, Illinois 60601

**MAIL TO: Natalie Chambers, Human Resources Office
500 East Monroe, 1st Flr. - Springfield, IL 62701-1643**

PHONE: 217-785-1577 FAXES ACCEPTED: 217-524-0189

03/04/2018



Job Title: **CET Construction Civil Engineer Trainee**
Agency: Transportation
Closing Date/Time: Fri. 03/16/18 4:30 PM Central Time
Salary: \$4,665.00 - \$5,085.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **23**
Plan/BU: **PM-00**
Bid ID#: **IPR#42541**

This position is accountable for assisting a Resident Engineer/Technician in performing tasks associated with the layout, inspection, documentation and other contract administration duties for highway construction projects to ensure compliance with contract requirements. Other tasks associated with the planning and design of highway engineering projects may also be required. This is a training position.

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 by **Friday, March 16, 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.

03/04/2018



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

03/04/2018



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.**

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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
 -

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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

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

03/04/2018



- 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.