



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

03/16/2018



Job Title: **Correctional Sergeant**
Agency: Corrections
Closing Date/Time: Thu. 03/22/18 3:59 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Lawrence County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **iDOC 29-63-18-1282**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/buildings on an assigned shift, serves as a lead worker; assists as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, security and custodial measures.

Work Hours: 7 am - 3 pm Thursday through Monday TUES/WED off

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

03/16/2018



Job Title: **Correctional Lieutenant (Upward Mobility Target Title)**
Agency: **Corrections**
Closing Date/Time: **Thu. 03/22/18 4:00 PM Central Time**
Salary: **\$4,904.00 - \$7,396.00 monthly**
Job Type: **Full-Time**
Location: **Henry County, Illinois**
Number of Vacancies: **1**
Plan/BU: **CU500**
Bid ID#: **IDOC-29-67-18-0047**

Under supervision of the Shift Supervisor, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, security, maintenance, sanitary and custodial measures for the control of offenders; monitors compliance with Department Rules, Administrative Directives and Institutional Policies.

Contact:

Shannon McDermott, Human Resources Representative
Kewanee Life Skills Re-Entry Center
2021 Kentville Rd.
Kewanee, IL 61443

309-852-4601 ext 1013

309-852-4617 fax

Email: shannon.mcdermott@illinois.gov

03/16/2018



Job Title: Office Administrator III - Opt 2
Agency: Corrections
Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time
Salary: \$3,240.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-00-18-0088

Under direction of the Central Screening Manager, (PSA), supervises staff in the performance of a variety of complex, specialized clerical functions. Reviews and projects unit workload. Plans and coordinates in-service training for current and new employees. Interprets policies and procedures for use by employees. Types correspondence, reports and various documents.

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

03/16/2018



Job Title: **Disaster Services Planner**
Agency: Emergency Management Agency
Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **50-17-IEMA18-017**

Requires knowledge, skill, and mental development equivalent to the completion of four years of college, preferably with coursework in planning, business or public administration. Requires two (2) years of professional experience in various planning areas, such as regional, urban or management planning. Requires ability to travel. Requires working knowledge of the manner in which state and local governments function. Requires working knowledge of basic statistical methods, graphics and report preparation.

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

03/16/2018



Job Title: **Re-Entry Program Coordinator - Personal Services Contract**

Agency: Corrections

Closing Date/Time: Thu. 03/22/18 4:00 PM Central Time

Salary: \$35,000.00 - \$45,000.00 annually

Job Type: Temporary

Location: Logan County, Illinois

Number of Vacancies: **1**

Bid ID#: **IDOC29-PSC-18-1111**

Coordinate and manage daily operations of the Females in Transition (FIT) transitional/re-entry program. Coordinate and manage pre-release programming. Coordinate staff training opportunities. Evaluate the effectiveness of program implementation and impact. Supervise staff. Maintain small caseload of pre-release transitional services program participants.

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

03/16/2018



Job Title: **Accounting Specialist**
Agency: Comptroller *
Closing Date/Time: Fri. 03/23/18 5:00 PM Central Time
Salary: \$2,304.00 - \$4,583.33 monthly
\$27,648.00 - \$55,000.00 annually
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **18-008**

Under the direction of the Funds, Receipts and Collections Unit Supervisor the Accounting Specialist will primarily assist with daily operation of the Involuntary Withholding program. The Accounting Specialist will be required to respond to debtor and state agency phone calls, emails and written correspondence. They will be responsible for providing support to State Agencies and Universities with IDROP (Illinois Debt Recovery Offset Portal) questions. This position also assists with processing the daily receipt transactions

Contact:

Office of Human Resources
325 W. Adams Street
Springfield, IL 62704
217/785-1102

03/16/2018



Job Title: **Senior Public Service Administrator - Opt 6 (Clinical & Behavioral Services Director)**

Agency: Human Services

Closing Date/Time: Mon. 03/26/18 4:00 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: **TA000**

Bid ID#: **10-72-104838**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in social or human services field. Prefers a Master's Degree in Social Work or Psychology or a related field such as Behavioral Analysis. Requires four years progressively responsible administrative experience in a Mental Health or Developmental Disabilities organization. Requires thorough knowledge of behavior analysis principles. Requires thorough knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations Region 2
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

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

03/16/2018



Job Title: **Human Resources Associate - Opt 2**
Agency: Human Services
Closing Date/Time: Mon. 03/26/18 4:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-73-104845**

Requires knowledge, skill and mental development equivalent to two years of college or satisfactory completion of an approved training program. Requires ability to type accurately.

Please submit CMS 100 applications to:
Jennifer Gunnon
Human Resources/Labor Relations Director
Jack Mabley Developmental Center
1120 Washington Avenue
Dixon, IL 61021
815-288-8340
815-288-8321 (fax)
Jennifer.gunnon@illinois.gov

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03/16/2018



Job Title: **Administrative Secretary**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$34,911.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **230**

EXPERIENCE AND SKILL REQUIREMENTS: Individual must have a Bachelor's Degree. Candidates must possess excellent oral and written communication skills; a high degree of critical and analytical abilities, judgment, and diplomacy skills; ability to transcribe dictation of legal work product and correspondence by attorney staff or judges, incorporate revisions, and draft and prepare interoffice correspondence for such individuals. Ability to work independently and/or as part of a team; handle confidential materials; to prioritize duties/tasks and have an interest in law. Must be proficient in the operation and use of computer systems and software applications. Ability to sit for extended periods of time.

8:30 a.m. - 4:30 p.m
Fourth District Appellate Courthouse
201 West Monroe Street
Springfield, IL 62794

Shirley Wilgenbusch
(217) 558-6789

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

03/16/2018



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**

Requires an Illinois license to practice medicine and American Specialty Board Certification or its equivalent in Psychiatry. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation.

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

03/16/2018



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Fri. 03/16/18 4:00 PM Central Time
Salary: \$3,492.00 - \$5,141.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-81-104643

Requires knowledge, skill and mental development equivalent to the completion of high school. Requires ability to administer emergency first aid and CPR. Requires a valid Illinois drivers license.

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

**Bid Forms and Applications can be mailed to the address above OR
Faxed to: 847-429-4933**

03/16/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Fri. 03/16/18 4:00 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#: **10-66-104800**

Requires the ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires the ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to communicate effectively both verbally and in writing skills. Requires ability to perform essential job functions using a computer. Requires working knowledge of Microsoft Outlook, Word and Excel.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations Region 2
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321
kerri.bresley@illinois.gov

03/16/2018



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-ISP18-044**

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

Work Location:
Illinois State Police
Statewide Training - Forensic Science Center at Chicago
1941 W. Roosevelt Road
Chicago, IL

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

03/16/2018



Job Title: Educator - Opt C
Agency: Juvenile Justice
Closing Date/Time: Tue. 03/13/18 5:00 PM Central Time
Salary: \$4,248.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDJJ27-10-18-0014

Under general supervision of the Principal (PSA) instructs a targeted group of students identified as Special Education eligible; provides individual and group instruction to youth identified as special education eligible; prepares curriculum and participates in institutional committees.

CONTACT:

Melissa Stewart, HR Manager
2715 W. Monroe
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)

03/16/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Tue. 03/13/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-97-104759**

Requires knowledge, skill and mental development equivalent to completion of four years' college with course work in a social or human services field. Requires three years progressively responsible administrative experience in a health or human services organization.

Please forward applications to:
Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

03/16/2018



Job Title: **Environmental Protection Specialist Iv**
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 03/14/18 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: **RC062**
Bid ID#: **14-0031**

Under general direction of the Northern, Central and Southern Monitoring Unit Manager, Surface Water Section, in the Division of Water Pollution Control/Bureau of Water, serves as Lead Worker to the specialist staff in the Northern Region, and is responsible for water quality and biological monitoring activities; serves as technical advisor for the design and analysis of monitoring data; provides interpretations and reports of complex chemical, physical, and biological data; travels in performance of duties.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
Phone: 217/785-1745
Fax: 217/524-6907

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03/16/2018



Job Title: **Student Intern**
Agency: Healthcare & Family Services
Closing Date/Time: Mon. 04/30/18 11:59 PM Central Time
Salary: \$1,346.00 - \$2,848.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **5**
Bid ID#: **PS0070**

Requires knowledge, skill and mental development equivalent to the completion of high school and active enrollment at a college. Requires no previous work experience. Requires ability to follow written and oral instructions. Requires ability to establish and maintain working relationship with agency staff and the general public.

Contact Person:
Leslie Rusciollelli
Bureau of Personnel and Administrative Services
2946 Old Rochester Road
Springfield, Illinois 62703

Leslie.Rusciollelli@Illinois.gov

03/16/2018



Job Title: **Automotive Mechanic - Opt 1**
Agency: Central Management Services
Closing Date/Time: Fri. 03/16/18 5:00 PM Central Time
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC045**
Bid ID#: **CMS 17680**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school or coursework in automotive mechanics or completion of an approved training course. Requires experience necessary to qualify as a skilled mechanic. Requires a valid Commercial Driver's License - Class B. Requires the ability to repair diesel engines as well as gasoline engines. Requires extensive knowledge of all mechanical hand tools and testing equipment. Requires extensive knowledge of materials and parts. Requires working knowledge of standard garage shop practices and techniques, occupational hazards and applicable precautionary measures. Requires the ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs. Requires skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment. Requires the ability to make work activity reports.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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03/16/2018



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Closing Date/Time: Fri. 03/16/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1848008-488226**

Under direction of the team supervisor, receives and investigates reports of child abuse involving allegations of sexual abuse; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates; on a rotating basis, assigned to 24 hour "on call" duty in addition to normal assignments, to ensure that services are provided as mandated by statute and policy; translates and interprets, both orally and in writing, for Spanish speaking clients.

SUBMIT BIDS TO:

Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608
Phone: 312/814-3775
Fax: 312/814-1224
Email: Tracey.Hardrick@illinois.gov

03/16/2018



Job Title: Office Associate - Opt 2
Agency: Juvenile Justice
Closing Date/Time: Fri. 03/23/18 4:30 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#: IDJJ27-00-17-0007

Under direction of the Executive II, independently performs a variety of complex, specialized clerical and communication duties; keyboards technical and complex reports and correspondence with specialized terminology; maintains files of violation reports, court cases, warrant dispositions and related reports and logs; maintains confidential juvenile case files; coordinates data input for electronic information including the Youth 360 and Automated Management Services System (AMS); monitors and transmits electronic correspondence and keeps designated logs and coordinates communications using computers and telecommunication devices including fax machines, cell phones, radios, e-mail and texting.

Agency Contact:
Quierra Phillips
Department of Juvenile Justice
2715 W. Monroe Street
Springfield, IL 62704

03/16/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Fri. 03/23/18 4:59 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10.79-97653

Requires knowledge, skill and mental development equivalent to completion of high school and two years of related office experience. Requires extensive knowledge of composition grammar, spelling and punctuation. Requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Prefers experience proofreading medical and psychological terminology. Requires the ability to type accurately at 45 wpm.

CONTACT INFORMATION:

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

03/16/2018



Job Title: **Site Superintendent II - Opt 1**
Agency: Natural Resources
Closing Date/Time: Fri. 03/23/18 5:00 PM Central Time
Salary: \$5,251.00 - \$7,769.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC056**
Bid ID#: **12-32-5404**

Requires knowledge, skill, and mental development equivalent to a bachelor's degree in park and recreation administration, or natural resource area administration. Requires three years of supervisory experience in managing an outdoor recreational park, or natural public area; requires a valid Illinois Driver's license. Requires extensive knowledge of agency programs, policies and procedures; staff utilization and employee motivations; labor and employment development

WHERE TO APPLY

Department of Natural Resources
Attn: Mike Mason
One Natural Resources Way
Springfield, IL 60702
Phone: 217-557-0482

03/16/2018



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03/16/2018



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.**

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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

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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?
 - o Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.

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03/16/2018



- 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.
 - 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.