



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

04/11/2018



Job Title: Office Administrator III - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 04/19/18 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813020-133711

Under direction, of the Licensing/Background Check Unit Manger, serves as working supervisor for the review and completion of data entry functions associated with the processing of Authorizations for Backgroun Checks; provides information to Department and licensed child care facility staff concerning the status of employees' background checks by accessing the MARS data base and the Automated Background Check System; provides general information and clarification to inquiries regarding compliance with Department rules and procedures.

Contact: Karen Wagner
E-mail: Karen.A.Wagner@illinois.gov
Address:
1911 S. Indiana, 9th FL
Chicago, IL 60616
Phone: 312-328-2461
Fax: 312-328-2321

04/11/2018



Job Title: Conservation Education Representative
(TEMPORARY)
Agency: Natural Resources
Closing Date/Time: Thu. 04/19/18 5:00 PM Central Time
Salary: \$2,464.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 2907

Prepares and delivers instructional information, possesses and handles live fish and baits in interactive fishing clinic designed to instill an appreciation and understanding of conservation ethics, sport fishing techniques, sport fishing tackle, fish ecology, fish identification, and an environmental consciousness to a variety of clinic participants ranging from elementary school children to adults. **Employment estimated to run from June 25, 2018 through August 17, 2018.**

WHERE TO APPLY

Department of Natural Resources
Attn: Dan Stephenson
One Natural Resources Way
Springfield, IL, 62702
Phone: 217-524-4111

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219
Phone: (312) 814-2141 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>

04/11/2018



Job Title: **Liquor Control Special Agent I**
Agency: Revenue
Closing Date/Time: Thu. 04/19/18 5:00 PM Central Time
Salary: \$3,958.00 - \$5,708.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **DOR 17697**

Requires knowledge, skill and mental development equivalent to completion of two years of college with coursework in accounting, pre-law, law enforcement, or related field. Requires one year of experience in general law enforcement or a related field. Requires working knowledge of effective methods of investigation and what constitutes legal evidence. Requires working knowledge of the Illinois Liquor Control commission laws and regulatory practices.

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

04/11/2018



Job Title: **Executive II - Opt H7**
Agency: Human Services
Closing Date/Time: Thu. 04/19/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-10-104193**

Under general direction, plans, organizes, executes, controls and evaluates the Cook and Quad County Office Services. Develops and directs the implementation of policies and procedures; serves as working supervisor to staff and coordinates activities; consults and negotiates with transport vehicles for pickups and deliveries; researches and develops resolution requests, as well as system enhancements requests from Cook and Quad County offices. Travels extensively, overnight to various statewide sites in order to conduct inventory and to attend meetings.

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

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04/11/2018



Job Title: Office Coordinator - Opt 2
Agency: Human Services
Closing Date/Time: Thu. 04/19/18 11:59 PM Central Time
Salary: \$3,096.00 - \$3,930.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-44-104857

Under direction of the Nursing Administrator, provides technical secretarial and complex, specialized office support services to the Nursing Administrator and the Social Services Administrator at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Types a variety of materials requiring knowledge of medical terminology. Maintains medical records of all students. Prepares a variety of correspondence, reports and other information pertaining to related services, school curriculum, schedules, and student records. Verifies that reports are submitted according to state and federal policy and procedures, federal and state laws, and North Central Association guidelines. Determines office procedures and methods; Explains rules and processes to staff, parents/guardians, and students. Utilizes a variety of technology to effectively complete work assignments. Serves as timekeeper for specific staff of the facility.

ATTN: Benjamin E. Davis
312/433-3147 - Voice
312/433-3056 - Fax

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04/11/2018



Job Title: **Accountant Advanced**
Agency: Human Services
Closing Date/Time: Thu. 04/19/18 11:59 PM Central Time
Salary: \$4,059.00 - \$5,503.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-44-104757**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in business administration and accounting. Requires two years of professional experience in accounting, budgetary planning and control or public accounting.

ATTN: Benjamin E. Davis

312/433-3147 - Voice
312/433-3056 - Fax

04/11/2018



Job Title: **Beautician (Personal Service Contract)**
Agency: Human Services
Closing Date/Time: Fri. 04/20/18 4:00 PM Central Time
Salary: \$25.00 - \$25.00 hourly
Job Type: Temporary
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **10-81-040618**

Requires technical skill to cut and style hair. Knowledge of operation and maintenance of a beauty shop. Knowledge and experience to provide hair care for patients of various ethnicities and cultures, Ability to perform duties for patients with a mental disability. Ability to use and care for beauty shop equipment. Ability to use tints and dyes. Graduate from a certified Beauty School and in possession of a valid Illinois Cosmetology License.

Elgin Mental Health Center
750 S. State St.
Elgin, IL 60123
Contact: Sue Cooley
Office: 847-742-1040 ext 2095
Fax: 847-429-4933

04/11/2018



Job Title: Office Associate - Opt 2
Agency: Human Services
Closing Date/Time: Fri. 04/20/18 4:00 PM Central Time
Salary: \$3,051.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-81-105325

Performs a variety of difficult and complex clerical duties involving typing and utilizing different software programs on a personal computer; provides a variety of complex clerical services to the program such as coordinating on grounds clinic trips, acting as receptionist to visitors, staff and patients, assisting with the use of duplicating machine and utilizing knowledge of agency policies and procedures while exercising initiative and judgment, completes complex assignments; provides information/assistance to clarify rules, processes or procedures; may serve as lead worker to lower level clerical support staff.

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

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04/11/2018



Job Title: **Health Facilities Surveillance Nurse**
Agency: Public Health
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **IDPH 44-18-0300**

Requires graduation from an approved nursing education program resulting in an Associate or a Diploma Degree in Nursing and three years of professional nursing experience or, a Bachelor's Degree in Nursing and two years professional nursing experience or, a Master's Degree in Nursing. Requires licensure as a Registered Nurse in the State of Illinois. Prefers excellent computer skills and work experience in Microsoft Word. Prefers experience working with laptop computer. Requires ability to travel and possession of a valid driver's license.

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

04/11/2018



Job Title: **Special Education**
Agency: Juvenile Justice
Closing Date/Time: Mon. 04/23/18 5:00 PM Central Time
Salary: \$4,860.00 - \$7,103.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0006**

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.

Melissa Stewart, HR Manager
2715 West Monroe
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)
melissa.k.stewart@illinois.gov

04/11/2018



Job Title: Security Therapy Aide I
Agency: Human Services
Closing Date/Time: Mon. 04/23/18 4:30 PM Central Time
Salary: \$3,603.00 - \$5,212.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-80-18-38 / 105383

Under direct supervision, performs routine tasks in dispensic therapeutic custodial care to adults in a secure residential housing forensic unit; monitors the movements, conduct, activities and basic care of residents; assists in the orientation of newly admitted patients; provides subprofessional counseling; prepares routine reports concerning observed patient behavior, progress and response to treatment of medications; confers with supervisors concerning special programs.

Choate Mental Health & Developmental Center
1000 N. Main Street
Anna, IL 62906

Location: Developmental Disabilities Services - Sycamore Hall Lower
10:45 PM - 7:00 AM (TG 6)

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

04/11/2018



Job Title: **Social Worker Iv**
Agency: Corrections
Closing Date/Time: Mon. 04/23/18 4:00 PM Central Time
Salary: \$5,683.00 - \$8,689.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **3**
Plan/BU: **RC063**
Bid ID#: **IDOC29-89-18-0020**

Under direction of the Assistant Warden (SPSA), conducts facility on-site clinical reviews; combines considerable responsibilities that are diagnostic, consultative, clinical and confidential in nature. Conducts structured evaluations and reviews of diagnostic and treatment considerations of patients who have discharge barriers; signs petitions for commitments and involuntary admissions; utilizes independent judgment to evaluate treatment plans and their implementation for patients to ensure that care meets the patient's goals; receives clinical oversight from the Northern Region Mental Health Administrator.

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

04/11/2018



Job Title: **Chaplain II**
Agency: Corrections
Closing Date/Time: Mon. 04/23/18 4:00 PM Central Time
Salary: \$4,821.00 - \$7,304.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDOC29-89-18-0180**

Requires knowledge, skill and mental development equivalent to completion of four years college, supplemented by completion of three years of a prescribed course of study in a recognized theological seminary with a Bachelor of Divinity degree. Requires ordination or licensing by a recognized communion and is duly authorized by appropriate authority of this denomination. Requires two years of chaplaincy pastorate or related experience as determined by the Director of Central Management Services following advice from the director of the employing agency. Requires one year of clinical or related experience. Requires extensive knowledge of the objectives and principles of psychology, sociology and penology as applied to mental, penal and correctional institutions.

CONTACT: Julie Cahill, Human Resources Representative - Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
Phone: (815)730-4400 ext. 2019
Fax: (815)730-4401

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04/11/2018



Job Title: Office Associate - Opt 2
Agency: Corrections
Closing Date/Time: Mon. 04/23/18 4:00 PM Central Time
Salary: \$3,051.00 - \$4,234.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-89-18-0987

Under direction of the Clinical Services Supervisor, coordinates and completes tasks needed to allow offenders to communicate with civilians through in-person visiting, video visitation and telephone, inputs data into Offender 360, receives visitor information forms from civilians, directs inquiries to appropriate staff; serves as back up receptionist; answers phone and takes messages. Serves as back up to clerical staff; keyboards a variety of complex documents and charts.

WORK HOURS: 8:00 a.m. to 4:00 p.m. Monday through Friday with days off of Saturday and Sunday.

LOCATION/AGENCY: Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436

CONTACT: Julie Cahill, Human Resources Representative - Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
Phone: (815)730-4400 ext. 2019
Fax: (815)730-4401

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04/11/2018



Job Title: **Educator - Opt MCB**
Agency: Human Services
Closing Date/Time: Fri. 04/20/18 4:00 PM Central Time
Salary: \$3,135.00 - \$5,973.00 monthly
Job Type: Full-Time
Location: Morgan County, Illinois
Number of Vacancies: **1**
Plan/BU: **HR010**
Bid ID#: **10-43-8-104872**

Requires possession of a current and valid ISBE-issued Professional Educator License (PEL) with endorsement in Agricultural Education, Business, Marketing and Computer Education, Family and Consumer Sciences, Health Science Technology or Technology and Engineering Education (Industrial). Requires the ability to pass the sign language proficiency exam at the assigned level to instruct students who are deaf, hard of hearing or deaf/blind. Requires the ability to prepare written documentation related to student performance and education.

AGENCY CONTACT

Angela Leavell
ISD Personnel Office
125 S. Webster Ave
Jacksonville IL 62650
EMAIL: DHS.ISDHiring@illinois.gov
FAX: 217-479-4294
PHONE: 217-479-4200

04/11/2018



Job Title: **Child Welfare Administrative Case Reviewer**
Agency: Children & Family Services
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time
Salary: \$5,441.00 - \$8,318.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1860109-608653**

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

*Bids are accepted via fax, E-mail, and mail.

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04/11/2018



Job Title: Health Facilities Surveillance Nurse - Opt SS
Agency: Public Health
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: IDPH 44-18-0299

Under general supervision of the Regional Field Supervisor, conducts surveys, investigations and monitoring visits of long-term care facilities to determine compliance with State Licensure requirements and/or Federal Medicare/Medicaid certification regulations. Speaks and writes Spanish at a colloquial skill level to members of the Spanish speaking community.

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.HRAApplications@illinois.gov

04/11/2018



Job Title: **Medical Administrator II Option D - Opt 05
(Ludeman Medical Director)**

Agency: Human Services

Closing Date/Time: Wed. 05/02/18 4:00 PM Central Time

Salary: \$10,441.00 - \$20,722.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **TA000**

Bid ID#: **10-72-105274**

Under administrative direction of the Center Director, serves as the Medical Director of the Ludeman Developmental Center; supervises medical staff; maintains the overall quality of clinical care provided to individuals of the facility

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

04/11/2018



Job Title: **Cook I (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 04/18/18 4:59 PM Central Time
Salary: \$2,840.00 - \$3,879.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10.79-105164**

Under direct supervision of the Dietary Manager, prepares and cooks on a quantity scale basis; assumes responsibility for the section of the meal preparation assigned. Batch cooks according to policies and procedures.

CONTACT INFORMATION:

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

04/11/2018



Job Title: **Accountant Advanced**
Agency: Arts Council
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#: **00133-50-90-111-00-01**

Under direction of the Chief of Operations/Chief Fiscal Officer for the Illinois Arts Council Agency (IACA), independently performs complex accounting and auditing work. Prepares, reconciles and analyzes financial reports and statements for state or federal usage; assists CFO in developing and preparing budgetary activities and reports; preparation of payroll, National Endowment for the Arts (NEA) Final Reports

James R. Thompson Center (JRTC)
Illinois Arts Council Agency (IACA)
Romie Munoz
100 W. Randolph #10-500
Chicago, IL 60601
Work: 312-814-8250
FAX: 312-814-1471
Romie.Munoz@Illinois.gov

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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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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

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04/11/2018



- 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.