



**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

04/13/2018



Job Title: **Guardianship Representative (North Sub Office)**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Mon. 04/23/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **2**  
Plan/BU: **RC062**  
Bid ID#: **17710-50-70-117-1001**

Under general supervision, serves as representative from the Office of State Guardian (OSG), a division of the Guardianship and Advocacy Commission to adult individuals whose disabilities hinder day-to-day management of personal affairs; visits, assesses and counsels wards at scheduled intervals and travels to conduct visits; answers inquiries from the general public; offers advice and information on guardianship services; refers requesters to various entities public and private that can assist them with petitioning services, process complaints, answer questions and process requests regarding rights and rights violations of service providers.

Send bids & copy of application by FAX OR MAIL ONLY:  
Bobbie Fox, HR Director  
Illinois Guardianship & Advocacy Commission  
160 N. LaSalle, Room 500  
Chicago, IL 60601  
Fax # 312-793-4311

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>

04/13/2018



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](mailto:melissa.k.stewart@illinois.gov)

04/13/2018



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

04/13/2018



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

04/13/2018



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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04/13/2018



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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04/13/2018



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](mailto:DHS.ISDHiring@illinois.gov)  
**FAX:** 217-479-4294  
**PHONE:** 217-479-4200



04/13/2018



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](mailto: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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04/13/2018



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

04/13/2018



Job Title: **Building/Grounds Maintenance Worker**  
Agency: Natural Resources  
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Mason County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC042**  
Bid ID#: **12-45-5434**

Under direct supervision of the Building/Grounds Maintenance Supervisor, receives daily instruction and assignments in regularly performing a variety of semi-skilled building/mechanical work; also performs non-skilled cleaning tasks and manual grounds and building labor.

**WHERE TO APPLY**

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

04/13/2018



Job Title: **Site Technician II (Upward Mobility Target Title)**  
Agency: Natural Resources  
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Menard County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **12-35-5435**

Under direct supervision, regularly carries out semi-skilled work in the maintenance and repair of site buildings, furniture, fixtures and equipment; regularly operates equipment and water/wastewater treatment facilities associated with site operations

**WHERE TO APPLY**

Department of Natural Resources  
Attn: Jack Alexander  
Lincoln's New Salem SHS  
15588 History Ln.  
Petersburg, IL 62675  
217/632-4000

04/13/2018



Job Title: **Court Operations Assistant**  
Agency: Illinois Courts/Administrative Office of the Illinois Courts  
Closing Date/Time: Mon. 04/30/18 4:30 PM Central Time  
Salary: \$29,665.00 / Year  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **235**

The Court Operations Assistant position performs court operation duties including photocopying and proofreading of court related documents for the First District Appellate Court Administrative Support Unit. As needed, this position also maintains a presence in the Appellate Court courtroom during oral arguments. Supervision is received from the Court Operations Manager and work is reviewed on the basis of observation and reports.

First District Appellate Court  
160 North LaSalle Street, S1405  
Chicago, IL 60601

Agency Contact:  
Darrin Shaffer  
(312) 793-5415

04/13/2018



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, including planning, staff administration and implementation of medical treatment regimens

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](mailto:kerri.bresley@illinois.gov)

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04/13/2018



Job Title: **Underage Compliance Assistant**  
Agency: Revenue  
Closing Date/Time: Tue. 05/22/18 5:00 PM Central Time  
Salary: \$12.00 / Hour  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **21**  
Bid ID#: **DOR 16449**

Under the direction and supervision of a Liquor Control Agent, alcohol compliance checks will be conducted at businesses licensed to sell alcohol by the State of Illinois. This is to ensure compliance with the Liquor Control Act, specifically, by determining if retail businesses are selling alcoholic products to persons under the age of 21.

Agency Contact:  
Illinois Department of Revenue – Human Resources  
101 West Jefferson St., WIB Mail Code 5-110  
Springfield, IL 62702  
217-782-6239  
217-782-9925 Fax

04/13/2018



Job Title: Conservation Education Representative  
(TEMPORARY)  
Agency: Natural Resources  
Closing Date/Time: Mon. 04/23/18 5:00 PM Central Time  
Salary: \$2,464.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 2919

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.

**WHERE TO APPLY**

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

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04/13/2018



Job Title: Conservation Education Representative  
(TEMPORARY)  
Agency: Natural Resources  
Closing Date/Time: Mon. 04/23/18 5:00 PM Central Time  
Salary: \$2,464.00 / Month  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Bid ID#: 2920

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

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04/13/2018



Job Title: **Human Services Caseworker (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 04/23/18 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually

Job Type: Full-Time

Location: Champaign County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **10-93-105391-92**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility.

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

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04/13/2018



Job Title: **Fingerprint Technician Supervisor**  
Agency: State Police  
Closing Date/Time: Tue. 04/24/18 4:00 PM Central Time  
Salary: \$4,347.00 - \$6,342.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **21-18-ISP18-078**

Under direction, serves as a Working Supervisor for a staff performing complex technical functions related to the automated and manual process of fingerprint submissions. Prepares reports and other statistical information. Performs difficult, non-routine fingerprint classifications, identifications, and pattern interpretations requiring the skills and abilities of a senior fingerprint technician.

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

04/13/2018



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

04/13/2018



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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04/13/2018



## 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?
  - 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

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>



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- 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.