



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

04/15/2018



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

04/15/2018



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**

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

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

04/15/2018



Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)
Agency: Arts Council
Closing Date/Time: Thu. 04/26/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 9

Under the general direction of the Chief of Operations/CFO for the Illinois Arts Council Agency (IACA), performs a variety of specialized administrative duties and technical functions; requiring knowledge and understanding of programs and applications for the Division of Operations.

Submit by mail, e-mail or FAX

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

04/15/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: **Children & Family Services**
Closing Date/Time: **Thu. 04/26/18 5:00 PM Central Time**
Salary: **\$4,377.00 - \$6,581.00 monthly**
Job Type: **Full-Time**
Location: **McHenry County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1833128-338559**

Under general supervision of the team supervisor, provides experienced, short term, intense child welfare casework services for cases involving intact families in high risk categories; provides reasonable efforts to stabilize, strengthen, enhance, and preserve family life to enable children to safely remain at home and avoid separation and/or placement; provides professional assessment of family issues that lead to the Department's involvement

SUBMIT BIDS TO:
Lora Busse-Fleck
Northern Region Personnel
8 E. Galena Boulevard, Suite 401
Aurora, IL 60506
Email: Lora.Busse-Fleck@illinois.gov
Phone: 630-801-3575
Fax: 630-801-3530

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

04/15/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Thu. 04/26/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1833130-337567**

Under administrative direction of the Area Administrator, serves as working supervisor, planning, supervising, reviewing, and coordinating the activities of a team of professional caseworkers engaged in providing child welfare casework services to children and families in high risk categories

AGENCY CONTACT:
LORA BUSSE-FLECK
DCFS NORTHERN REGION
8 E. GALENA BOULEVARD, 4th FLOOR
AURORA, ILLINOIS 60506
FAX: (630) 801-3530
PHONE: (630) 801-3575
EMAIL: Lora.Busse-Fleck@illinois.gov

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04/15/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Wed. 04/25/18 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: **MG063**
Bid ID#: **IDPH 61-18-0305**

Under the direction of the Division Chief of the Office of Women's Health and Family Services Division of Women's Health Services, oversees, organizes, directs, and evaluates all aspects of the Illinois Breast and Cervical Cancer Program (IBCCP).

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

04/15/2018



Job Title: **Employment Security Field Office Supervisor**
Agency: Employment Security
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 12090**

Under general direction, plans, directs and supervises professional employees engaged in provision of Employment Security programs and service to claimants and employers. Establishes and maintains systems to monitor employee performance against office goals and objectives which most directly affect the administration of Unemployment Insurance and Wagner Peyser services.

WHERE TO APPLY:

IDES Recruitment & Selection
607 E. Adams Street - 8th Floor
Springfield, IL 62701
Attn: Don Motley
Phone: 217-524-2980
Fax: 217-524-3472

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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04/15/2018



Job Title: Conservation Education Representative
(TEMPORARY)
Agency: Natural Resources
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$2,464.00 / Month
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 2922

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

04/15/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Thu. 04/26/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Christian County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-18-13**

Acts as Service Officer for the Illinois Department of Veterans' Affairs, Field Services. This position will be responsible for interviewing veterans, spouses and dependents to determine eligibility for state, federal and local benefits and to assure maximum benefits are received by the veterans of Illinois.

Apply To:
Renee Dougherty
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

04/15/2018



Job Title: **Support Service Worker-Dietary**
Agency: Veterans Affairs
Closing Date/Time: Thu. 04/12/18 4:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Part-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-423-18-55**

Requires working knowledge of routine tasks found in the dietary area, six months experience in the support service functional area of a dietary department, skill in the basic operation of machinery and equipment found in a dietary area and requires the ability to instruct others in simple methods and procedures common to the dietary area.

Apply To:
Human Resources
IL Veterans' Home
1015 O'Connor Avenue
LaSalle, Illinois 61301
Phone: (815) 223-0303 ext. 207
Fax: (815) 223-2815

04/15/2018



Job Title: **Technical Advisor II**
Agency: Public Health
Closing Date/Time: Mon. 04/16/18 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: **RC010**
Bid ID#: **IDPH 07-18-0297**

Under the general direction of the Chief Administrative Law Judge of the Department of Public Health, functions as an Administrative Law Judge, conducting hearings primarily relating to cases in which the Department is not a party, drafting findings and providing legal advice to the Department of Public Health Regional Health Officers.

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

04/15/2018



Job Title: **Cancer Registrar II**
Agency: Public Health
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under direction for the Illinois State Cancer Registry, performs complex technical and advisory functions to evaluate quality, completeness, and validity of cancer data. Identifies program problems and prepares methods to alleviate the problems.

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.HRApplcations@illinois.gov

04/15/2018



Job Title: **Cancer Registrar I**
Agency: Public Health
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH**

Under general supervision for the Illinois State Cancer Registry (ISCR), abstracts and re-abstracts cancer submissions. Explains, educates and interprets the Illinois Health and Hazardous Substance Registry Rules and Regulations and procedures of the program on a daily bases to participating hospitals. Processes cancer reports submitted by medical facilities.

Agency Contact:

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Fax: 217-785-2038
Email: DPH.HRApplcations@illinois.gov

04/15/2018



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

04/15/2018



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

04/15/2018



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

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04/15/2018



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

04/15/2018



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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04/15/2018



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

04/15/2018



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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04/15/2018



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:

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Email: DPH.HRApplications@illinois.gov

04/15/2018



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

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04/15/2018



- 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.