



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

04/17/2018



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**

Requires knowledge, skill, and mental development equivalent to the completion of four years of high school. Requires a minimum of 5 years experience in fingerprint identification and classification. Requires extensive working knowledge of agency program operations, policies, and procedures used in manual and automated fingerprint classification and identification. Requires ability to direct and supervise the work of a technical office staff.

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

04/17/2018



Job Title: **Registered Nurse II**
Agency: Veterans Affairs
Closing Date/Time: Tue. 04/24/18 4:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Adams County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC023**
Bid ID#: **34-120-18-122**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience; or (b) a bachelor's degree in nursing and one year of professional nursing experience; or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires knowledge of diversified professional nursing principles, concepts and practices. Requires knowledge of application and use of specialized medical equipment. Requires knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to instruct non-nursing personnel in the proper practices and procedures of patient care.

Apply To:
Human Resources
1707 N. 12th St.
Quincy, IL 62301
Phone: (217) 222-8641 ext. 204 or 217
Fax: (217) 222-2961

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>

04/17/2018



Job Title: **Public Service Administrator - Opt 6H**
Agency: Illinois Council on Developmental Disabilities Council
Closing Date/Time: Mon. 04/23/18 11:59 PM Central Time
Salary: \$4,612.00 - \$9,607.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **ICDD 18-08**

Requires a thorough understanding of service delivery systems for individuals with intellectual and developmental disabilities in Illinois. Requires ability to elicit support of individuals and organizations from a wide range of experiences to develop consensus positions. Requires ability to look at one component of an area of service and relate it to the larger system. Requires ability to articulate a vision for people with intellectual and developmental disabilities and their families that reflects the federal mandate of the Developmental Disabilities Act.

Agency Contact: Janinna Hendricks
Email: Janinna.Hendricks@Illinois.gov
Phone: 217-782-9696
TTY: 888-261-2717

04/17/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Mon. 04/23/18 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#: **1847014-475437**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources involving allegations of the most serious harm such as sexual abuse and/or severe physical 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.

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

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04/17/2018



Job Title: **Support Service Worker-Housekeeping**
Agency: Veterans Affairs
Closing Date/Time: Sat. 04/21/18 4:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-423-18-57**

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six(6) months experience in the housekeeping field. Requires working knowledge of routine housekeeping tasks. Requires skill in the basic operation of machinery and equipment found in the assigned area. Requires ability to instruct others in simple methods and procedures common to the 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

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

04/17/2018



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 44-18-0301**

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 of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires a valid Illinois drivers license and the ability to travel.

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

04/17/2018



Job Title: Office Coordinator - Opt 2
Agency: Corrections
Closing Date/Time: Fri. 04/20/18 4:59 PM Central Time
Salary: \$3,151.00 - \$4,401.00 monthly
Job Type: Full-Time
Location: Henry County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-67-18-0251

Requires knowledge, skill and mental development equivalent to two years of secretarial / business college, or completion of high school and two years of related office experience, or two years of independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of basic mathematics; requires extensive knowledge of composition, grammar, spelling and punctuation; requires working knowledge of the logic of computer programs ; requires ability to follow oral or written instructions; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance. Requires ability to keyboard accurately 30 works per minute.

AGENCY CONTACT: Shannon McDermott, HR Rep
Kewanee Life Skills Re-Entry Center
2021 Kentville Road
Kewanee, IL 61443
(309)852-4601 ext. 1013
(309)852-4617 fax
shannon.mcdermott@illinois.gov

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04/17/2018



Job Title: **Activity Therapist (UPWARD MOBILITY TARGET TITLE)**
Agency: Human Services
Closing Date/Time: Fri. 04/20/18 4:00 PM Central Time
Salary: \$3,957.00 - \$5,854.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-81-105327**

Requires a Bachelor's Degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreation therapy, including successful completion of an approved internship, fieldwork or practicum.

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

04/17/2018



Job Title: Educator - Opt MCC
Agency: Human Services
Closing Date/Time: Fri. 04/20/18 4:00 PM Central Time
Salary: \$3,135.00 - \$5,973.00 monthly
\$37,620.00 - \$71,676.00 annually
Job Type: Full-Time
Location: Morgan County, Illinois
Number of Vacancies: 1
Plan/BU: HR010
Bid ID#: 10-43-8-104870

Requires possession of a current and valid ISBE-issued Professional Educator License (PEL) with endorsement appropriate to the content area, grade-level, and instructional area. Requires the ability to pass the sign proficiency exam at the Advanced level to instruct students who are deaf, hard of hearing, or deafblind. 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

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04/17/2018



Job Title: **MT I Inventory Specialist**
Agency: Transportation
Closing Date/Time: Tue. 04/24/18 4:30 PM Central Time
Salary: \$2,580.00 - \$3,658.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **IPR#42734**

This position is accountable for maintaining software, computer and equipment inventories. Receives, audits and processes all transactions necessary to maintain a current, accurate and complete inventory data base and provides information and assistance to district personnel to ensure compliance with inventory reporting policies and procedures.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, April 24, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

04/17/2018



Job Title: **TM III Administrative Support Manager**
Agency: Transportation
Closing Date/Time: Tue. 04/24/18 4:30 PM Central Time
Salary: \$4,670.00 - \$6,483.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42736**

This position is accountable for supplying, in an adequate and timely manner, a wide variety of supplies and administrative support services essential to the district in carrying out its operational missions. These include procurement of all office supplies, furniture, reproduction equipment, shipping and receiving equipment and telecommunication equipment. This position also directs motor pool, mailroom and copy center operations; and monthly reports and record keeping.

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, April 24, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

04/17/2018



Job Title: Auditor III
Agency: Comptroller *
Closing Date/Time: Tue. 04/24/18 5:59 PM Central Time
Salary: \$4,216.00 - \$6,306.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: 18-011

Under direction, examines books and records of funeral homes, crematories and cemeteries to ensure compliance with the Illinois Cemetery Care Act, the Illinois Funeral or Burial Funds Act, Crematory Regulation Act, and the Illinois Pre-Need Cemetery Sales Act; prepares audit work papers, questionnaires and reports to submit to the Chicago office; performs investigative field checks to ensure the licensing of all custodians of trust funds as required by the various Acts; performs outreach efforts concerning consumer rights.

Submit a completed State of Illinois Comptroller application to the contact name and address listed by the posting closing date. Comptroller applications can be found on State of IL Comptroller Susana A. Mendoza's website, <http://illinoiscomptroller.gov/employment/> or by visiting the Office of the Comptroller, 325 West Adams, Springfield, IL 62704. A detailed resume may also be attached.

04/17/2018



Job Title: **State Purchasing Officer**
Agency: Executive Ethics Commission
Closing Date/Time: Wed. 04/25/18 4:30 PM Central Time
Salary: \$4,500.00 - \$6,667.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **00000-297**

Office Information The State Purchasing Officer works in a collaborative environment, interacting with state employees and the public via email, telephone, and in person. The work location is an office setting, requiring business casual or business dress attire. This position will be headquartered at the JRTC building with some required travel to Downer's Grove to meet with the Toll Highway Authority.

How to Apply Applicants should send a detailed resume and cover letter to the HR Office at the address above by **4:30 pm on Wednesday, April 25, 2018**. Applicants may also submit required information via email to Christine.Lazarides@illinois.gov.

04/17/2018



Job Title: **Market Development Associate**
Agency: Commerce Commission
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **31-18-0007**

The selected candidate will assist the Director by actively seeking out ways to promote retail competition in Illinois to benefit all Illinois consumers, reviewing and analyzing policy issues in the utility industries; providing expert policy advice to the Commission; and working with other divisions to anticipate potential challenges and develop solutions.

Cheryl Barrett
Human Resources Analyst
Illinois Commerce Commission
527 East Capitol Avenue
Springfield, Illinois 62701
Phone: 217-557-4206
Fax: 217-785-1770
Cheryl.Barrett@illinois.gov

04/17/2018



Job Title: **Executive I - Opt H7**
Agency: Human Services
Closing Date/Time: Wed. 04/25/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
\$52,524.00 - \$78,972.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-104716**

Under direction of the Local Office Administrator, serves as office manager of a local Family & Community Services office. Organizes, plans, executes, controls and evaluates the activities of staff engaged in maintaining central files, operating the office switchboard, client transactions processing, office maintenance, petty cash, building security and grounds keeping. Monitors local office budget for equipment, commodities, supplies, travel and other administrative costs; authorizes expenditures.

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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04/17/2018



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). Develops and implements policies for IBCCP; writes and reviews reports of program activities; prepares budget plans. Oversees quality assurance and the IBCCP Plan; meets with IBCCP lead agencies to implement all program components, guide evaluation and distribution of funding; leads the effort to implement all the components of the CDC program guidance. Serves as supervisor.

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

04/17/2018



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

04/17/2018



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

04/17/2018



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

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04/17/2018



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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04/17/2018



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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04/17/2018



- 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.