



**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

04/18/2018



Job Title: **Senior Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 04/20/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **TG000**  
Bid ID#: **10-72-105397**

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

**AGENCY CONTACT:**

Alice M. Chambers  
Human Resources Representative  
Elisabeth Ludeman Center  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-283-3015  
Fax: 708-283-3017

04/18/2018



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.

**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](mailto:DPH.HRApplcations@illinois.gov)

04/18/2018



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](mailto:DPH.HRApplications@illinois.gov)

04/18/2018



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**

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. Requires the ability to speak and write Spanish at a colloquial skill level. Prefers excellent computer skills and work experience in word processing and spreadsheet applications(i.e., Microsoft Word, Excel, PowerPoint). 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.HRApplcations@illinois.gov](mailto:DPH.HRApplcations@illinois.gov)

04/18/2018



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**

Requires knowledge, skill, and mental development equivalent to a master's degree from an accredited school of social work and three years professional supervisory experience in the field of child welfare; requires thorough knowledge of social work theory, principles, techniques, practices, and their application under various and difficult conditions; requires thorough knowledge of state and federal laws and agency requirements pertaining to permanency planning; requires skills in negotiation and conflict management and ability to give effective consultation and instruction related to professional social casework; requires skill and ability to analyze social service systems, identify problems or dysfunctions, and prepare recommendations for solution; requires possession of a valid driver's license and ability to travel.

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

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>

04/18/2018



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#: **1847015-479711**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; 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.

SUBMIT BIDS TO:  
**Tracey Hardrick, Personnel Liaison**  
**Bureau of Operations - Cook**  
**2020 W. Roosevelt, 2nd Floor**  
**Chicago, Illinois 60608**  
**Phone: 312/814-3775**  
**Fax: 312/814-1224**  
**Email: [Tracey.Hardrick@illinois.gov](mailto:Tracey.Hardrick@illinois.gov)**

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

04/18/2018



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**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

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



04/18/2018



Job Title: **Public Service Administrator - Opt 1 (HR/LR Director)**  
Agency: **Human Services**  
Closing Date/Time: **Fri. 04/20/18 4:00 PM Central Time**  
Salary: **\$3,116.00 - \$9,765.00 monthly**  
Job Type: **Full-Time**  
Location: **Cook County, Illinois**  
Number of Vacancies: **1**  
Plan/BU: **CF063**  
Bid ID#: **10-72-105376**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in a public or business organization preferably in professional public personnel. Of the three years requires two years of human resources experience. Requires extensive knowledge of computer software programs (i.e. Word, Excel, PowerPoint, etc.). Requires extensive knowledge of the collective bargaining contracts, CMS Personnel Code and Rules, Classification Plan, Pay Plan. Requires the ability to effectively communicate both in written and verbal format. Requires the ability to travel.

Agency Contact:  
Kerri Bresley, HR/LR Administrator  
SODC Operations  
1120 Washington Ave.  
Dixon IL 61021  
Phone: 815-288-8345  
Fax: 815/288-8321

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

04/18/2018



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**

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 ability to type accurately at 30 wpm. Requires knowledge of medical terminology.

IDHS/DRS/ICRE-Roosevelt  
1950 W. Roosevelt Rd.  
Chicago, Illinois 60608

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

04/18/2018



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](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>

04/18/2018



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](mailto:Janinna.Hendricks@Illinois.gov)  
Phone: 217-782-9696  
TTY: 888-261-2717

04/18/2018



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](mailto:Tracey.Hardrick@illinois.gov)**

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

04/18/2018



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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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>

04/18/2018



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.HRApplications@illinois.gov](mailto:DPH.HRApplications@illinois.gov)

04/18/2018



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](mailto:shannon.mcdermott@illinois.gov)

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



04/18/2018



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

04/18/2018



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

04/18/2018



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](mailto: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.

04/18/2018



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](mailto: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.

04/18/2018



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.**

04/18/2018



## **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.**

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFOR.COM](mailto:WORKFORCE@LASHAWNFOR.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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
  -

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

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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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- 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.