



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

04/25/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 05/07/18 5:00 PM Central Time

Salary: \$4,253.00 - \$5,787.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **01**

Plan/BU: **RC062**

Bid ID#: **10-72-105607**

Requires bachelor's degree in a human services professional field, or a registered nurse; one year of experience working directly with persons with mental retardation or other developmental disability, requires ability to successfully complete department training, requires the ability to direct and coordinate staff, and the ability to apply the principles and practices for the habilitation and training of individuals with developmental disabilities.

AGENCY CONTACT:
Alice M. Chambers
Elisabeth Ludeman Center
114 N. Orchard Dr.
Park Forest, IL 60466
(708) 283-3015

04/25/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Mon. 05/07/18 5:00 PM Central Time
Salary: \$3,116.00 - \$8,301.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-49-105542**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in vocational counseling, guidance, social work, human resources rehabilitation or closely-related field. Requires three years progressively responsible administrative experience in rehabilitation counseling and service delivery. Requires case work management skills; requires thorough working knowledge of Federal and State regulations and procedures in provision of services to persons with disabilities. Requires ability to establish, maintain and nurture effective working relationships in communities served. Requires ability to travel.

Submit CMS 100 Application to:

**Samantha Silva, BES/Division of Mental Health
100 South Grand Ave. East- 3rd Floor
Springfield, IL 62762**

04/25/2018



Job Title: **Corrections Industry Lead Worker**
Agency: Corrections
Closing Date/Time: Tue. 05/08/18 4:00 PM Central Time
Salary: \$4,161.00 - \$6,228.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-06-18-0039**

Requires knowledge, skill, and mental development equivalent to completion of four years of high school. Requires three years of specialized Optical Lab experience. Requires completion of an approved course in guard training within six months of employment. Requires extensive knowledge of institutional rules, regulations, and requirements for the control of residents. Requires extensive knowledge of the methods, techniques, processes, materials, tools, and machinery utilized in the shop. Requires the physical ability to perform duties as assigned.

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

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>

04/25/2018



Job Title: **Mental Health Recovery Support Specialist I**
Agency: Human Services
Closing Date/Time: Tue. 05/15/18 4:30 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-80-18-39 / 105524**

Requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree in one of the social sciences or related area and one year of experience performing peer support work within a mental health program setting. Must be a current or former consumer of mental health services, and willing to self-identify. Requires evidence of certification as a Certified Recovery Support Specialist (CRSS).

Location: Mental Health Services
Hours: 8:00 AM - 4:30 PM
Days Out: Saturday & Sunday

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

04/25/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Tue. 05/15/18 4:30 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-80-18-40 / 105507**

Requires a Master's Degree in Social Work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill or developmentally disabled persons. Prefers licensure as a Social Worker by the Department of Professional Regulations.

Location: Mental Health Services
Hours: 8:00 AM - 4:30 PM four days per week with one day per week 11:30 AM - 8:00 PM (late night to be determined)
Days Out: Saturday & Sunday

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

04/25/2018



Job Title: DuQuoin State Fair Campground Superintendent
Agency: Agriculture
Closing Date/Time: Fri. 08/24/18 5:00 PM Central Time
Salary: \$10.00 / Hour
Job Type: Temporary
Location: Perry County, Illinois
Number of Vacancies: 2
Bid ID#: 46

TRAINING AND EXPERIENCE: Requires ability to maintain satisfactory working relationships with various organizational groups and the general public; requires ability to learn and apply basic bookkeeping principles; requires ability to operate basic office equipment (i.e., computer programs, calculator, credit card machine, etc); may require possession of a valid driver's license.

AGENCY CONTACT: IL Dept of Agriculture
Bureau of Human Resources
John R. Block Building
Springfield, IL 62794
(217) 785-5099

Note: This is a Contractual Position

04/25/2018



Job Title: **Deputy Inspector General**
Agency: Executive Inspector General *
Closing Date/Time: Mon. 05/07/18 12:01 PM Central Time
Salary: \$4,167.00 - \$7,917.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **202**

- graduation from an accredited law school and licensure to practice law in the State of Illinois;
- minimum of five years of experience as an attorney, including experience addressing ethical, criminal, or employment issues, or minimum of three years of experience as an attorney at the Office of Executive Inspector General;
- minimum of two years of prior progressive supervisory experience is desirable

9:00 a.m. - 5:00 p.m.
Office of Executive Inspector General
69 W. Washington, Suite 3400
Chicago, IL 60602
Division of Human Resources
312.814.1789

04/25/2018



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Fri. 05/04/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813021-131994

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Contact:

Karen Wagner
Karen.A.Wagner@illinois.gov
1911 S Indiana Ave
9th Floor
Chicago, IL 60616
312-328-2461 / 312-328-2321 (fax)

04/25/2018



Job Title: Security Officer (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Mon. 05/07/18 4:30 PM Central Time
Salary: \$3,636.00 - \$5,141.00 monthly
Job Type: Full-Time
Location: Randolph County, Illinois
Number of Vacancies: 1
Plan/BU: RC029
Bid ID#: 10-78-105584

Requires knowledge, skill and mental development equivalent to the completion of high school; requires working knowledge of facility security requirements and regulations; requires ability to recognize and provide initial response to security breaches and safety hazards. Full use of both hands and arms to operate the security gate; walk through the parking lot to ensure that all doors and windows of employees' and visitors' vehicles are secure. Log all authorized vehicles entering and leaving inside the facility grounds in log book. Escort vehicles to and from the loading dock. Speak, converse and communicate with staff, visitors and delivery persons. Operate a two-way radio. Must be able to respond in an emergency situation and to answer fire alarms.

Agency Contact: Nicole Wolff / Rhonda Dunning, Human Resources
Phone: (618) 826-4571 ext. 331
Fax: (618)826-3398

04/25/2018



Job Title: Revenue Tax Specialist Trainee (Upward Mobility Target Title)
Agency: Revenue
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time
Salary: \$3,124.00 - \$4,402.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 17814

Requires a Bachelor's degree or eight years supportive tax related experience; requires ability to understand and follow oral and written instructions; requires ability to profit from training received and become knowledgeable about the various tax laws and regulations enforced; requires ability to develop and maintain satisfactory working relationships with the public and other employees; requires ability to absorb and understand a variety of information regarding the development and utilization of tax analysis techniques

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-524-3954 Phone
217-782-8957 Fax

04/25/2018



Job Title: Office Associate - Opt 2
Agency: Human Rights Department
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: 2
Plan/BU: RC014
Bid ID#: 18-33

Requires the ability to multi-task, to work independently and efficiently. Requires the ability to communicate effectively both orally and in writing with a diverse population. Requires the ability to maintain cooperative working relationships. Requires proficient use of computer software for email, word processing and spreadsheets.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/25/2018



Job Title: **Tobacco Compliance Specialist**
Agency: Human Services
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **2**
Bid ID#: **18-063**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Requires two years of experience working in a professional environment. Experience with conducting inspections, completing reports, training and communicating with the public is also required. Compliance testing and law enforcement experience is preferred.

Interested Applicants should submit a CMS 100 Employment Application to

**Samantha Silva, BES/Division of Mental Health
100 South Grand Ave. East- 3rd Floor
Springfield, IL 62762**

04/25/2018



Job Title: Revenue Collection Officer I
Agency: Revenue
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 17816

Requires equivalency to the completion of four years of college; requires successful completion of one year training and experience as a Revenue Collection Officer Trainee; requires knowledge of the various tax laws, rules and regulations, court decisions and other level opinions as applicable to the collection program; requires access to an automobile and possession of a valid driver's license or access to public transportation.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-524-3954 Phone
217-782-8957 Fax

04/25/2018



Job Title: Revenue Collection Officer Trainee
Agency: Revenue
Closing Date/Time: Wed. 05/02/18 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 17817

Requires knowledge, skill and mental development equivalent to the completion of four years of college or four years of experience in collection work, or a related collection field. Requires willingness and ability to travel frequently have access to an automobile and possess a valid Illinois driver's license and/or the ability to utilize public transportation.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-524-3954 Phone
217-782-8957 Fax

04/25/2018



Job Title: **CE IV Arterial Temporary Traffic Control Supervisor**
Agency: Transportation
Closing Date/Time: Thu. 05/03/18 4:30 PM Central Time
Salary: \$5,800.00 - \$7,515.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42737**

This position ensures safe and efficient movement of traffic through work areas where construction, maintenance, access, road closures and utility permit work is being done. This is achieved through the development and application of proper temporary traffic control techniques and devices to ensure the maximum attainable degree of safety and convenience and the continuous and systematic inspection of highway projects to verify the application of specified techniques.

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 **Thursday, May 3, 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.

04/25/2018



Job Title: **Nutritionist**
Agency: Human Services
Closing Date/Time: Thu. 05/03/18 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: **RC063**
Bid ID#: **10-90-105412**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in nutrition, dietetic or food service management, preferably including registration by the Academy of Nutrition and Dietetics. Requires possession of a Dietitian license valid in Illinois.

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

04/25/2018



Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Thu. 05/03/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
\$73,692.00 - \$113,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-89-105520**

Requires knowledge, skill and mental development equivalent to completion of four years college with course work in business or public administration and three years progressively responsible administrative experience. Prefers a Master's degree in Social Work, Psychology or Human Services field from an accredited college/university program in social work and approved by the Council on Social Work Education. Prefers LCSW or LCPC. Requires extensive knowledge in the use of computers software, including but not limited to SAP Business Objects, Excel, Microsoft Word, Outlook and other database software on a daily basis.

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

04/25/2018



Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/25/2018



Job Title: **Human Services Caseworker - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

04/25/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors; requires elementary knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires ability to successfully complete a comprehensive Department of Juvenile Justice training program.

Ken Hilgendorf, Agency Contact
Illinois Department of Juvenile Justice
217-557-1030 x3008

04/25/2018



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

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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
 -

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



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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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>

04/25/2018



- 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.