



**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

05/06/2018



Job Title: **Security Officer Sergeant**  
Agency: Human Services  
Closing Date/Time: Thu. 05/10/18 4:00 PM Central Time  
Salary: \$3,625.00 - \$5,396.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **10-81-105586**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

**CONTACT INFORMATION:**

Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040, ext. 2095 or 2029; Fax: 847-429-4933

05/06/2018



Job Title: **NONCODE - Project Manager**  
Agency: Human Services  
Closing Date/Time: Fri. 05/11/18 5:00 PM Central Time  
Salary: \$0.00 / Month  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Bid ID#: **PSC 18-040-042 (2)**

Requires Bachelor's Degree or equivalent in psychology, sociology/anthropology, social welfare or a closely related field. Requires experience with entry into the Long term Care SharePoint system and H.F.S./M.M.I.S. Recipient Subsystem. Requires knowledge and experience with Long term Care Admission Policy and Procedure.

**Application should be emailed or mailed to:**  
Yolanda Lampkin-Diming – Local Office Administrator  
[yolanda.lampkin-dimi@illinois.gov](mailto:yolanda.lampkin-dimi@illinois.gov)  
Medical Field Operations North  
1112 South Wabash  
Chicago, IL 60605

05/06/2018



Job Title: **Educator - Opt C**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,860.00 - \$7,103.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-44-104755**

Requires possession of a current and valid ISBE issued Professional Educator License with Learning Behavior Specialist I endorsement. Prefers a Master's Degree and experience in high school transition programs.

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

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

05/06/2018



Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Wed. 05/09/18 11:59 PM Central Time  
Salary: \$4,471.00 - \$6,065.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **10-44-104847**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.

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

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

05/06/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Wed. 05/09/18 5:00 PM Central Time**

Salary: **\$3,792.00 - \$5,601.00 monthly**  
**\$45,504.00 - \$67,212.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-104371**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE) or, a Master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

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>

05/06/2018



Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**

Agency: **Human Services**

Closing Date/Time: **Wed. 05/09/18 5:00 PM Central Time**

Salary: **\$3,792.00 - \$5,601.00 monthly**  
**\$45,504.00 - \$67,212.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC062**

Bid ID#: **10-48-104228**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE) or, a Master's degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Contact Info:  
Bureau of Employee Services  
Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

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>

05/06/2018



Job Title: Day Care Licensing Representative II - Spanish Speaking (Upward Mobility Target Title)  
Agency: Children & Family Services  
Closing Date/Time: Wed. 05/09/18 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: RC063  
Bid ID#: 1813025-139997

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; **requires ability to speak and write Spanish at a colloquial skill level.**

**Contact:**

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

05/06/2018



Job Title: Office Associate - Opt 2  
Agency: Children & Family Services  
Closing Date/Time: Wed. 05/09/18 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#: 1813024-131956

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

05/06/2018



Job Title: **Revenue Auditor I**  
Agency: Revenue  
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC062**  
Bid ID#: **DOR 17993**

**Requires a bachelor's degree in accounting, business administration, or finance, with a minimum of 21 semester hours of progressive coursework in accounting, and additional coursework in management and business administration, business law, computer science, economics and statistics. Requires completion of an agency approved training program. Requires working knowledge of methods and techniques of tax accounting and auditing. Requires working knowledge and understanding of the various types of records maintained by businesses, partnerships and individuals. Requires working knowledge of the various tax laws administered by the Department of Revenue; methods, procedures and techniques utilized in the examination and review of tax returns and supporting documentation, and in determining and recommending appropriate corrective action; files, procedural manuals and other related materials utilized in the research and analysis of tax returns and supporting documentation.**

**Agency Contact:**

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

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>

05/06/2018



Job Title: Revenue Auditor Trainee (Upward Mobility Target Title)  
Agency: Revenue  
Closing Date/Time: Wed. 05/09/18 5:00 PM Central Time  
Salary: \$3,371.00 - \$4,826.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 6  
Plan/BU: RC062  
Bid ID#: DOR 18000

Under immediate supervision, for a period not to exceed twelve (12) months, receives intensive scheduled classroom instruction and on-the-job training involving the various facets of the Department of Revenue's Audit program and operations, and upon successful completion of the training program will qualify to fill existing vacancies as a Revenue Auditor I; travels to attend classroom training as well as the on-the-job training as instructed.

**Agency Contact:**

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

05/06/2018



Job Title: **Security Officer Sergeant**  
Agency: Human Services  
Closing Date/Time: Thu. 05/10/18 4:00 PM Central Time  
Salary: \$3,625.00 - \$5,396.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **10-81-105586**

Requires knowledge, skill and mental development equivalent to the completion of high school; requires two years of experience in safety and protection service; requires knowledge of facility security, regulations and physical restraint techniques; requires knowledge of emergency response procedures including fire safety and controls; requires knowledge of supervisory practices. Requires a valid Illinois drivers license.

**CONTACT INFORMATION:**

Human Resource Office  
Elgin Mental Health Center  
750 S State St., Elgin, IL 60123  
Phone: 847-742-1040, ext. 2095 or 2029; Fax: 847-429-4933

05/06/2018



Job Title: **NONCODE - Project Manager**  
Agency: Human Services  
Closing Date/Time: Fri. 05/11/18 5:00 PM Central Time  
Salary: \$0.00 / Month  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **3**  
Bid ID#: **PSC 18-040-042 (2)**

Requires Bachelor's Degree or equivalent in psychology, sociology/anthropology, social welfare or a closely related field. Requires experience with entry into the Long term Care SharePoint system and H.F.S./M.M.I.S. Recipient Subsystem. Requires knowledge and experience with Long term Care Admission Policy and Procedure.

**Application should be emailed or mailed to:**  
Yolanda Lampkin-Diming – Local Office Administrator  
[yolanda.lampkin-dimi@illinois.gov](mailto:yolanda.lampkin-dimi@illinois.gov)  
Medical Field Operations North  
1112 South Wabash  
Chicago, IL 60605

05/06/2018



Job Title: **Paralegal Assistant**  
Agency: Illinois Gaming Board  
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IGB 18140**

Under direct supervision, researches and analyzes statutes, regulations and policies of the Illinois Gaming Board and other gaming jurisdictions; researches court decisions, precedents and other references. Assists in publishing Board opinions and motions. Assists legal staff in preparation for administrative hearings and meetings; accepts filings from attorneys and licensees. Compiles information and writes legal memoranda for utilization by staff attorneys; maintains law library, reference and legal files, and legal correspondence; travels in the performance of duties.

Agency Contact:  
Illinois Gaming Board, Human Resources  
801 South 7th Street, Suite 400 South  
Springfield, IL 62703  
217-557-2821 Phone  
217-524-1932 Fax OR Scan To: [tammy.fink@igb.illinois.gov](mailto:tammy.fink@igb.illinois.gov)

05/06/2018



Job Title: **Office Assistant - Opt 2**  
Agency: Illinois Gaming Board  
Closing Date/Time: Thu. 05/17/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **IGB 18139**

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience. Requires working knowledge of office practices and procedures. Requires ability to follow oral or written instructions. Requires working knowledge of alpha-numeric sequencing. Requires ability to operate commonly used office equipment. Requires the ability to develop and maintain cooperative working relationships. Requires skill in keyboarding accurately at 35 wpm. Prefers experience working with Microsoft Word and Excel.

Agency Contact:  
Illinois Gaming Board, Human Resources  
801 South 7th Street, Suite 400 South  
Springfield, IL 62703  
217-557-2821 Phone  
217-524-1932 Fax OR Scan To: [tammy.fink@igb.illinois.gov](mailto:tammy.fink@igb.illinois.gov)

05/06/2018



Job Title: **Police Officer I**  
Agency: State Police  
Closing Date/Time: Thu. 05/17/18 4:00 PM Central Time  
Salary: \$4,144.00 - \$6,033.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC029**  
Bid ID#: **21-61-ISP18-096**

Requires knowledge, skill, and mental development equivalent to the completion of high school. Requires graduation from an accredited basic law enforcement academy, with an Illinois state certification as a police officer, and one year of law enforcement experience as a police officer. Requires elementary knowledge of all applicable federal and state laws, county, and local ordinances. Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions and authorities. Employees will be required to periodically demonstrate continuing physical proficiency as defined by Illinois State Police policy sufficient to carry out duties of the classification.

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

05/06/2018



Job Title: **Public Service Administrator - Opt 1**  
Agency: Employment Security  
Closing Date/Time: Wed. 05/16/18 11:59 PM Central Time  
Salary: \$6,141.00 - \$9,472.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **RCRA 12094**

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with courses in accounting, finance, and economics. Requires prior experience equivalent to three years of progressively responsible administrative experience in budgeting, cost accounting, financial analysis or operations research in a public or business organization. Requires extensive knowledge of Cash Management processes, operations and procedures to evaluate effectiveness and conformance to Department directives, rules, and regulations; techniques related to bank reconciliations and the Department's account reporting systems. Requires the ability to analyze accounting systems and problems, work closely with management, accounting professionals and outside financial institutions in planning and execution of financial reporting. Requires extensive knowledge of excel spreadsheet and bank reconciliation software.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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>

05/06/2018



Job Title: Office Associate - Opt 2  
Agency: Employment Security  
Closing Date/Time: Wed. 05/16/18 11:59 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#: RCRA 12101

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience. Requires extensive knowledge of office practices, procedures and programs, composition, grammar, spelling and punctuation. Requires the ability to work within short timeframes, make decisions independently, work with and maintain confidentiality of documents. Requires ability to follow oral and written instructions; operate copy machine, printer, fax, and PC with related software programs (including, but not limited to, MS Word, Excel, PowerPoint, and Outlook). Requires the ability to type accurately at 45 wpm.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

05/06/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Wed. 05/16/18 5:00 PM Central Time  
Salary: \$3,969.00 - \$5,913.00 monthly  
\$47,628.00 - \$70,956.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-91-105711

Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

*Contact Info:*  
Bureau of Employee Services  
Ashley Moore  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/06/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Wed. 05/16/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-105717**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read and write Spanish at a colloquial skill level.

**PAEA's PROMOTIONAL GRADES FOR THIS TITLE ARE OBTAINED BY TAKING THE AUTOMATED MULTIPLE-CHOICE TEST AT CMS.**

*Bureau of Employee Services  
Krissie Buss  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116*

JRTC Suite 4-500 100 W. Randolph Chicago Il, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDD.COM](http://WWW.LASHAWNFORDD.COM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDD.COM](mailto:WORKFORCE@LASHAWNFORDD.COM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

05/06/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**  
Agency: Human Services  
Closing Date/Time: Wed. 05/16/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-105710**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience. Requires ability to speak, read, or write Spanish at a colloquial skill level.

*Contact Info:*  
*Bureau of Employee Services*  
*Ashley Moore*  
*100 South Grand Ave East, 3rd floor*  
*Springfield, IL 62762*  
*217-557-0347*  
*FAX: 217-524-2116*

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>

05/06/2018



Job Title: **Dietitian (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
Job Type: Full-Time  
Location: Lake County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-70-18-105329-20**

Requires knowledge, skill, mental development equivalent to completion of four years of college with courses in dietetics. May require possession of a valid Illinois Food Sanitation Certificate; requires possession of a Dietitian License from the Department of Professional Regulation.

Contact:  
Human Resources Department  
Ann M. Kiley Center  
1401 W. Dugdale Road  
Waukegan, IL 60085  
fax: 847-249-0722

05/06/2018



Job Title: **Social Worker I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Fri. 05/18/18 4:00 PM Central Time  
Salary: \$4,437.00 - \$6,049.00 monthly  
Job Type: Full-Time  
Location: Lake County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-70-18-105627-18**

Requires a master's degree in social work from a recognized college or university. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumption underlying the social work field. Requires elementary knowledge of the employing agency's rules and regulations covering the social work field. Requires ability to prepare complex written and oral reports.

Contact:  
Human Resources  
Ann M. Kiley Center  
1401 W. Dugdale Road,  
Waukegan, IL 60085

FAX NUMBER: 1-847-249-0722

05/06/2018



## 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

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

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



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**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.

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- Completion of all hiring documentation and application inserts
  - Training
- 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.