



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
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Chicago Austin * Oak Park * Riverside *
North Riverside * Brookfield * Berwyn *
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Grange * LaGrange Park * Western Springs

05/15/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 05/23/18 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#: **1849029-497803**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience

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

05/15/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 05/23/18 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#: **1847019-478034**

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
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2020 W. Roosevelt, 2nd Floor
Chicago, Illinois 60608
Phone: 312/814-3775
Fax: 312/814-1224
Email: Tracey.Hardrick@illinois.gov

05/15/2018



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Wed. 05/23/18 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#: 1849030-499946

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

SUBMIT BIDS TO:

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt Rd., 2nd Fl.
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

05/15/2018



Job Title: **Public Service Administrator - Opt 6C**
Agency: Public Health
Closing Date/Time: Wed. 05/23/18 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: **RC063**
Bid ID#: **IDPH 26-17-0177**

Requires a Bachelor's degree in epidemiology, demography, biostatistics, sociology, psychology, economics, public health or related social science research field from an accredited university, preferring a Master's Degree. Requires four years progressively responsible experience in applied epidemiology, biostatistics, or in population health, or a related research field. Requires experience utilizing SAS. Prefers experience with building queries in SQL and with other statistical or survey software such as REDCAP, SurveyMonkey, or Epi Info.

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

05/15/2018



Job Title: **Social Worker III**
Agency: Human Services
Closing Date/Time: Wed. 05/23/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC063**
Bid ID#: **10-72-105765**

Requires a master's degree in social work from a recognized college or university, supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled individuals. Requires licensure as a Clinical Social Worker by the Department of Professional Regulation. Requires the ability to serve in a leadership capacity to less experienced professional care staff. Requires ability to prepare complex written and oral reports. Requires the ability to carry out physical restraint procedures.

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

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

05/15/2018



Job Title: **Human Services Casework Manager - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 05/23/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-102456**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and 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

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05/15/2018



Job Title: **Underage Compliance Assistant**
Agency: Revenue
Closing Date/Time: Tue. 05/22/18 5:00 PM Central Time
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **21**
Bid ID#: **DOR 16449**

Must have a high school diploma or actively enrolled in high school. Must be 18-19 years of age. Must be available to work a variety of hours, including nights and possible weekends. Must have a valid driver's license to be able to provide proof of age.

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

05/15/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Tue. 05/22/18 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#: **1813026-139313**

Preferably requires a master's degree in social work; or a master's degree in a related human service field, supplemented by one year of directly related professional casework/case management experience; or requires a bachelor's degree in social work and one year of directly related professional casework/case management experience; or requires a bachelor's degree in a related human service field and two years of directly related professional casework/case management experience

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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05/15/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Tue. 05/22/18 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: **GB063**
Bid ID#: **10-97-105754**

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

Please forward applications to:
Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary.Vassmer@Illinois.gov

05/15/2018



Job Title: **Technical Advisor II, Legal Advocacy Service - Chicago Office**

Agency: Guardianship & Advocacy Commission

Closing Date/Time: Fri. 05/25/18 5:00 PM Central Time

Salary: \$4,873.00 - \$7,392.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC010**

Bid ID#: **45252-50-70-211-10-02**

Requires a license to practice law in the State of Illinois; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions. Requires at least four years of litigation experience.

Send Bids and Applications via FAX or Mail ONLY:
Bobbie Fox, Director Human Resources
Guardianship & Advocacy Commission
160 N. LaSalle Street, Room 500
Chicago, IL 60601

Fax# 312-793-4311

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05/15/2018



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 05/25/18 3:00 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: **RC028**
Bid ID#: **34-115-18-15**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

Current State Employees send Bid Form and CMS100 Applications to:

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

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05/15/2018



Job Title: **Office Coordinator - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Thu. 05/24/18 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **1847018-475549**

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 the ability to type accurately at 30 wpm.

SUBMIT BIDS TO:

Tracey Hardrick
Bureau Of Operations - Cook
2020 W. Roosevelt Rd, 2nd FL
Chicago, IL 60608

Tracey.Hardrick@illinois.gov

Phone: (312) 814-3775

Fax: (312) 814-1224

05/15/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)
Agency: Human Services
Closing Date/Time: Thu. 05/24/18 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: 2
Plan/BU: RC062
Bid ID#: 10-91-105346-47

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work 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
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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05/15/2018



Job Title: **Senior Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Thu. 05/24/18 5:00 PM Central Time
Salary: \$4,295.00 - \$10,500.00 monthly
\$51,540.00 - \$126,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-41-105604**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in business or public administration. Requires four years of progressively responsible administrative experience managing or advising on a major program area in a public or private organization. Requires ability to monitor policies and risk controls and develop recommendations when risks arise. Requires the ability to demonstrate training and coaching skills. Requires thorough knowledge of strategic planning, budget development and system management. Requires oral and written communication skills. Requires the ability to travel.

Bidding Contact:
DHS, Bureau of Employee Services
Attn: Samantha Silva
100 S Grand Ave E, 3rd Floor
Springfield, IL 62762
Fax: (217) 524-5545

05/15/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Thu. 05/24/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-91-105828**

Under administrative direction, serves as administrator of a local office in Family & Community Services, DHS. As a working supervisor, supervises and administers the activities of professional and clerical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance. Provides training to caseworker staff to maximize effectiveness and verify efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.

BIDDING CONTACT:
DHS, BUREAU OF EMPLOYEE SERVICES
ATTN: Georgette Patterson
100 S GRAND AVE E, 3rd Fl.
SPRINGFIELD, IL 62762
FAX: (217) 524-3826

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

05/15/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 05/24/18 4:00 PM Central Time
Salary: \$28.27 - \$42.85 hourly
\$2,128.62 - \$3,226.15 biweekly
\$4,612.00 - \$6,990.00 monthly
\$55,344.00 - \$83,880.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/105553**

Requires a Master's degree in social work from a recognized college or university supplemented by one year of professional social work in experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled or other disabled persons. Requires extensive knowledge of the theories and assumptions underlying the social work field and ability to prepare complex written and oral reports. Requires effective communication skills, both verbal and written. Prefers licensure as a licensed social worker by the Department of Financial and Professional Regulations.

Valarie Laird /Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141

Fax# 708-338-7078

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

05/15/2018



Job Title: **Building/Grounds Maintenance Worker**
Agency: Military Affairs, Department of
Closing Date/Time: Thu. 05/24/18 12:00 AM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **18-050**

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school, plus one year of maintenance work experience preferably associated with the building/mechanical trades and/or heavy equipment operation. Working knowledge of construction and maintenance tools, equipment and materials. Elementary knowledge of one or more of the building and mechanical trades.

FOR ADDITIONAL INFORMATION: Contact Janice Estes at (217) 761-3786.

05/15/2018



Job Title: Health Services Investigator II, Option A - General - Opt A

Agency: Financial & Professional Regulation

Closing Date/Time: Wed. 05/23/18 11:59 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: RC062

Bid ID#: 18178

Under general direction, performs intensive technical, complex, controversial or sensitive administrative and regulatory investigations of health services registrants. Performs lead worker functions over lower level staff engaged in investigation activities. Travels various facilities to collect evidentiary materials and attend meetings. Reviews and screens complaints received. Serves as designated lead worker. Reviews various investigative related documents, reports, etc., prepared by investigative staff.

Agency Contact: Human Resources
320 W Washington St, 2nd floor
Springfield, IL 62786

Scan all applications or questions to FPR.Employment@illinois.gov
217-557-3022 Fax

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05/15/2018



Job Title: **Public Service Administrator - Opt 8L**
Agency: Healthcare & Family Services
Closing Date/Time: Wed. 05/23/18 11:59 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: **CF010**
Bid ID#: **CS3911**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in law or legal studies; requires experience equivalent to three years of progressively responsible administrative law experience in a public or business organization, preferably with one year in administrative hearings. Requires possession of a valid license to practice law in the State of Illinois. Requires the ability to travel.

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).

05/15/2018



Job Title: **Human Services Casework Manager - Opt SS**
Agency: Human Services
Closing Date/Time: Wed. 05/23/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-102456**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and 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

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05/15/2018



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:
James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)
Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.**

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What is the CTA Second Chance Program?

The CTA Second Chance Program is an initiative offered in conjunction with the City of Chicago and social service agencies throughout the city. Working closely with the Department of Family and Support Services, hard-to-place individuals are given an opportunity to obtain full-time employment and training which may enable a start of a long-term, meaningful career.

How to apply

Jobseekers need to actively participate in one of the 13 designated agencies' work readiness programs. The CTA Second Chance program is in regular communication with the agencies listed below. The agencies' top participants are referred to CTA for the bus servicer and rail car servicer Second Chance positions.

[Click Here For the 13 Designated Agencies](#)

What are the eligibility requirements and qualifications?

- Job seekers interested in participating must:
 - Reside within the City of Chicago
 - Be 18 years or older
- Participate in 8-10 weeks of Job Readiness Training and obtain a certificate of completion from one of the 13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - Drug/alcohol program (i.e. Methadone treatment)
 - Work release center

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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.

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05/15/2018



- 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.