



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

05/16/2018



Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Fri. 05/25/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **1833136-335136**

Requires a master's degree in social work from a recognized college or university and three years administrative child welfare experience or a master's degree in an acceptable human services field from a recognized college or university and four years administrative child welfare experience; requires a valid driver's license.

AGENCY CONTACT:
LORA BUSSE-FLECK
DCFS NORTHERN REGION
8 E. GALENA BOULEVARD, 4th FLOOR
AURORA, ILLINOIS 60506
FAX: (630) 801-3530
PHONE: (630) 801-3575
EMAIL: Lora.Busse-Fleck@illinois.gov

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

05/16/2018



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.

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

05/16/2018



Job Title: **Building/Grounds Laborer**
Agency: Military Affairs, Department of
Closing Date/Time: Fri. 05/25/18 11:59 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC042**
Bid ID#: **18-051**

REQUIREMENTS: Requires knowledge, skills and mental development equivalent to the completion of high school. Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g. buffing machine, mop, and broom). Requires elementary knowledge of grounds maintenance equipment, use and maintenance. Elementary knowledge of grounds/building maintenance and building cleaning methods. Requires the ability to effectively communicate with co-workers and supervisors. Requires the ability to follow instructions to successfully accomplish position responsibilities. Requires possession of an appropriate valid driver's license.

POSITION LOCATION: Kankakee Armory
1191 E. 4000 S. Road
Kankakee, Illinois 60901

WORK SHIFT: 800AM-430PM
Monday-Friday

BARGAINING UNIT: RC-042

For Additional Information: Contact Janice Estes at (217) 761-3786.

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05/16/2018



Job Title: Health Services Investigator I, Option A - General - Opt A
Agency: Financial & Professional Regulation
Closing Date/Time: Fri. 05/25/18 11:59 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 2
Plan/BU: RC062
Bid ID#: 18188

* Requires bachelor's degree, preferably with coursework in law, government and health related fields. * Requires a minimum of two years of responsible investigatory experience in law enforcement or a related field, or one year of advanced medical or dental education. Requires working knowledge of modern law enforcement investigatory concepts and techniques; Illinois State Statutes, rules and regulations concerning administrative law; the functions and interrelationships of state agencies; methods and procedures of office management.

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

05/16/2018



Job Title: **Student Worker**
Agency: Workers Compensation Commission
Closing Date/Time: Mon. 05/28/18 11:59 PM Central Time
Salary: \$10.50 - \$10.50 hourly
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **BBR**
Bid ID#: **IWCC-50-18-0006**

Requires enrollment at an accredited college.
Requires the ability to follow oral and written instructions and to carry out routine operations, once established, without further instruction.
Prefer candidate with classes in accounting or finance.

Applications (CMS 100) are available on the Forms page of the work.illinois.gov website or at any of the CMS Assessment Centers. Please contact the CMS Assessment Center nearest to you for more information or call 217-782-7100.

05/16/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Veterans Affairs
Closing Date/Time: Tue. 05/29/18 4:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **34-423-18-66**

Requires licensure as a Registered Nurse in the State of Illinois with graduation from an approved nursing education program. Requires three (3) years of progressively responsible professional nursing experience and two (2) years of supervisory experience. Requires thorough knowledge of professional nursing theory and practice or recent developments in the field of geriatric nursing. Job performance requires visual, auditory, fine and gross hand manipulation, finger and hand dexterity.

Apply to:
IDVA
Human Resources
1015 O'Connor Avenue
LaSalle, IL 61301
Phone: (815) 223-0303 ext 207
Fax: (815) 223-5815

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05/16/2018



Job Title: **Juvenile Justice Supervisor (Upward Mobility Target Title)**

Agency: Juvenile Justice

Closing Date/Time: Tue. 05/29/18 5:00 PM Central Time

Salary: \$5,457.00 - \$8,295.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **CU500**

Bid ID#: **IDJJ27-17-18-0016**

Requires a bachelor's degree from an accredited college or university and requires successful completion of two years' professional staff experience involving the care of youth in a State of Illinois Juvenile Justice facility, and providing for the safety, security and well-being of youth and staff. Candidates must be over the age of 21. Requires extensive knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors.

Agency Contact:

Melissa Stewart, HR Manager
2715 W. Monroe
Springfield, IL 62704
(217) 557-4021 (desk)
(217) 557-1107 (fax)
melissa.k.stewart@illinois.gov

05/16/2018



Job Title: **Automotive Shop Supervisor**
Agency: Central Management Services
Closing Date/Time: Tue. 05/29/18 5:00 PM Central Time
Salary: \$4,840.00 - \$6,487.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR706**
Bid ID#: **CMS 18198**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires three years experience as an automotive mechanic. Requires extensive knowledge of standard garage methods, shop practices and the techniques, tools and machinery used and of the construction, operation, repair and maintenance on standard automotive and related equipment and machinery employed in road maintenance and construction. Requires working knowledge of occupational hazards and precautionary measure applicable. Requires the ability to lay out and supervise the work of skilled and semi-skilled mechanics, and to obtain efficient results from their efforts.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL
217-558-3093
217-558-5943 Fax

05/16/2018



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Tue. 05/29/18 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#: **1849031-495508**

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; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years 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

05/16/2018



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
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

05/16/2018



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

05/16/2018



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

05/16/2018



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>

05/16/2018



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

05/16/2018



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

05/16/2018



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

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

05/16/2018



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

05/16/2018



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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05/16/2018



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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05/16/2018



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

05/16/2018



CMS EMPLOYMENT

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

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

Chicago Office:

James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

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

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What is the CTA Second Chance Program?

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

How to apply

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

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

What are the eligibility requirements and qualifications?

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

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○

How many Second Chance positions are available?

Up to 265 Second Chance participants may be employed by CTA in one calendar year. Start and end dates per Second Chance participant are on a rolling basis.

How long does the program last?

Based on job performance and attendance, a participant may serve for 12 months or more.

How much does the program pay?

Participants are paid at a rate of \$10.00 per hour and may work up to 40 hours per week. Pay checks are issued on a bi-weekly pay period.

How is a participant selected?

As positions become available, CTA contacts the referring agencies. Referring agencies recommend applicants who they have screened and who have successfully completed the job readiness program.

Once the referring agency recommends an applicant, what happens?

- Applicants are fingerprinted for background processing.
 - Applicants complete a medical review.
- If the applicant passes background and medical what are the next steps?
 - Orientation/pre-hire
- Applicants attend a new employee orientation thoroughly outlining program guidelines, eligibility requirements, job functions, placements, and Union participation.

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

05/16/2018



- 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.