



**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

05/17/2018



Job Title: Human Services Caseworker - Opt PO (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105861

*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 speak, read and write in Polish at a colloquial skill level.*

*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.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>

05/17/2018



Job Title: Human Services Caseworker - Opt SS (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 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: 4  
Plan/BU: RC062  
Bid ID#: 10-91-105857--60

*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.*

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05/17/2018



Job Title: Human Services Caseworker (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 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: 4  
Plan/BU: RC062  
Bid ID#: 10-91-105853-56

*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.*

*Bureau of Employee Services  
Krissie Buss  
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>

05/17/2018



Job Title: **Public Aid Eligibility Assistant**  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 5:00 PM Central Time  
Salary: \$3,001.00 - \$3,783.00 monthly  
\$36,012.00 - \$45,396.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-105868**

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.

*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*

05/17/2018



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105866

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

*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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05/17/2018



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 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#: 10-91-105866

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

*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*

05/17/2018



Job Title: Office Assistant - Opt 2  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-105867

Requires knowledge, skill and mental development equivalent to completion of high school and one year related office experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment. Requires ability to type at 35 wpm.

*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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05/17/2018



Job Title: **TM II Personnel Support Specialist**  
Agency: Transportation  
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time  
Salary: \$4,105.00 - \$5,710.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42776**

This position is accountable for providing administrative assistance to the district Personnel Services Manager in attending to the daily operations of the Personnel Services Section. This includes, but is not limited to all matters pertaining to discipline, grievances and other confidential matters that impact the district's human resources.

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, May 31, 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.

05/17/2018



Job Title: Health Services Investigator I, Option A - General - Opt A  
Agency: Financial & Professional Regulation  
Closing Date/Time: Wed. 05/30/18 11:59 PM Central Time  
Salary: \$4,612.00 - \$6,990.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 18219

\*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

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

**Scan all applications or questions to [FPR.Employment@illinois.gov](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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>

05/17/2018



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>

05/17/2018



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.

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>

05/17/2018



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](mailto:FPR.Employment@illinois.gov)**  
217-557-3022 Fax

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

05/17/2018



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](http://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.

05/17/2018



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

05/17/2018



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](mailto:melissa.k.stewart@illinois.gov)



05/17/2018



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

05/17/2018



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

05/17/2018



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

05/17/2018



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

05/17/2018



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

05/17/2018



## **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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Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFOR.COM](http://WWW.LASHAWNFOR.COM) EMAIL JOB LEADS TO  
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



## What is the CTA Second Chance Program?

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

### How to apply

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

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

### What are the eligibility requirements and qualifications?

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

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

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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.

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>



05/17/2018



- 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.