



**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

05/20/2018



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*

05/20/2018



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  
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*Springfield, IL 62762*  
*217-557-0347*  
*FAX: 217-524-2116*

05/20/2018



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*

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>

05/20/2018



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.

05/20/2018



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

05/20/2018



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

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>

05/20/2018



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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05/20/2018



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

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05/20/2018



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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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>

05/20/2018



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>

05/20/2018



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

05/20/2018



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](mailto:Karen.A.Wagner@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](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>

05/20/2018



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](mailto:Hillary.Vassmer@Illinois.gov)

05/20/2018



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

05/20/2018



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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05/20/2018



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

**Phone:** (312) 814-3775

**Fax:** (312) 814-1224

05/20/2018



Job Title: **Office Coordinator - Opt 2**  
Agency: State Police  
Closing Date/Time: Fri. 06/01/18 4:00 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#: **21-31-ISP18-106**

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 skill in typing accurately at 30 words per minute. Requires working knowledge of the logic of computer programs/language.

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

05/20/2018



Job Title: **Technical Manager IV Communications Outreach Liaison (Region 2)**

Agency: Transportation

Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time

Salary: \$5,015.00 - \$7,085.00 monthly

Job Type: Exempt

Location: LaSalle County, Illinois

Number of Vacancies: **1**

Bid ID#: **IPR#42785**

This position is accountable for communicating departmental priorities and policy to the public, elected officials, business and civic leaders and organizations, other key stakeholders and the general public.

A cover letter, resume and Technical Application [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

05/20/2018



Job Title: **Geologist II Soils & Foundations Analyst**  
Agency: Transportation  
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time  
Salary: \$4,435.00 - \$6,098.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **IPR#42307**

This position is accountable for obtaining soils samples, coordinating the analysis of soils samples, preparing soils profiles, performing stability analysis, making pavement design analyses as required in the design and construction of all highway improvements, and coordinating the boring crews.

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.

05/20/2018



Job Title: **Activity Therapist Coordinator**  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 4:30 PM Central Time  
Salary: \$4,338.00 - \$6,500.00 monthly  
Job Type: Full-Time  
Location: Randolph County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **10-78-105638**

**Requires a Bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, field work or practicum supplemented by 2 years professional experience as an Activity Therapist; or requires a Master's Degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy and 1 year of professional experience as an Activity Therapist.**

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

05/20/2018



Job Title: **Account Technician II Opt. MC**  
Agency: Human Services  
Closing Date/Time: Thu. 05/31/18 4:00 PM Central Time  
Salary: \$3,447.00 - \$4,491.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-73-105757**

Requires a knowledge, skill and mental development equivalent to completion of two years of college and one year of technical accounting experience or four years of related clerical bookkeeping experience. Requires extensive knowledge of accounting techniques, office methods and procedures. Requires working knowledge of principles and functions of standard office accounting machines and equipment. Prefers prior experience working with word processing and spreadsheet software.

Jennifer Gunnon  
Director of Human Resources/Labor Relations  
Mabley Developmental Center  
1120 Washington Avenue  
Dixon, IL 61021  
815-288-8340  
815-288-8321 (fax)

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05/20/2018



## 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  
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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

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.