



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

06/15/2018



Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Requires a Bachelor's degree, ability to communicate effectively in Sign Language and ability to complete coursework to obtain a Master's degree in specified time.

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).

06/15/2018



Job Title: **Social Services Career Trainee - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT SS**

Requires a Bachelor's degree. Requires ability to complete necessary coursework to obtain a Master's degree in specified time period. In addition to English, requires ability to communicate effectively in Spanish.

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).

06/15/2018



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).

06/15/2018



Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **I-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

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).

06/15/2018



Job Title: **Human Services Caseworker - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **J-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

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).

06/15/2018



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Candidate must be over the age of 21. Requires elementary knowledge of juvenile behavior problems, and means to develop successful and appropriate behaviors

[Click for a list of statewide facilities and addresses](#) or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030 x3008

06/15/2018



Job Title: **Corrections Nurse I (Upward Mobility Target Title)**
Agency: Corrections
Closing Date/Time: Continuous
Salary: \$5,017.00 - \$6,809.00 monthly
Job Type: Full-Time
Location: LaSalle County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC063**
Bid ID#: **IDOC29-80-15-299**

Require graduation from an approved Nursing Education Program resulting in an Associate or Diploma Degree in Nursing. Prefer on year of nursing experience in an acute care setting, preferably in an emergency room care, medical/surgical nursing and/or ambulatory care; requires licensure as a Registered Nurse in the State of Illinois; requires current Cardiopulmonary Resuscitation certification; (Advanced Cardiac Life Support (ACLS) training and certification is preferred but not required.)

CONTACT: Faith DiRosa / HR Rep
Sheridan Correctional Center
4017 E. 2603rd Road
Sheridan, IL 60551
815-496-2181 ext: 2008
815-496-2931 Fax

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

06/15/2018



Job Title: **Corrections Nurse Trainee (Upward Mobility Target Title)**

Agency: **Corrections**

Closing Date/Time: **Continuous**

Salary: **\$4,617.00 - \$6,264.00 monthly**

Job Type: **Full-Time**

Location: **Fayette County, Illinois**

Number of Vacancies: **12**

Plan/BU: **RC023**

Bid ID#: **IDOC29-87-1-0001**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient.

Agency Contact: Sonya Bruno - Human Resources Representative
Vandalia Correctional Center PO Box 500 Vandalia IL 62471
618-283-4170 x 2140 FAX 618-283-9147

06/15/2018



Job Title: Corrections Nurse Trainee (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Continuous
Salary: \$4,617.00 - \$6,264.00 monthly
Job Type: Full-Time
Location: Macon County, Illinois
Number of Vacancies: 3
Plan/BU: RC023
Bid ID#: IDOC-29-61-C-03

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient.

AGENCY CONTACT:

Becky Frost
Human Resources Representative
Decatur Correctional Center
2310 East Mound Road
P.O. Box 3066
Decatur IL 62524
217-877-0353 Ext. 424
becky.frost@doc.illinois.gov

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06/15/2018



Job Title: **CE V Area Bridge Inspection Engineer**
Agency: Transportation
Closing Date/Time: Mon. 06/25/18 4:30 PM Central Time
Salary: \$6,315.00 - \$8,263.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42908**

This position is accountable for all bridge inspections including: National Bridge Inspection Standards (NBIS), Bridge Element, Underwater Bridge, Special, Fracture Critical and Bridge Scour Evaluation; and providing information necessary to complete bridge condition reports and other bridge related inspections for all the structures in the assigned geographic area.

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 by **Monday, June 25, 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.

06/15/2018



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Mon. 06/25/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **LOT 18357**

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in marketing, public relations or business administration; requires two years progressively responsible experience in marketing, sales or a promotional field. Requires extensive knowledge of sales and marketing principles, practices and techniques; requires working knowledge of methods and techniques of disseminating information in a clear, concise and effective manner. Requires initiative, skill and resourcefulness in graphically presenting promotional and sales programs and evaluating their resourcefulness

Agency Contact:
Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

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

06/15/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Public Health
Closing Date/Time: Mon. 06/25/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDPH 44-18-0343**

Requires graduation from an approved nursing education program with an Associate's Degree or a Diploma in nursing plus six years of professional nursing experience, or a Bachelor's Degree in Nursing and plus four years of professional nursing experience, or a Master's Degree in Nursing plus two years of professional Nursing experience.

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

06/15/2018



Job Title: **Evaluation Coordinator**
Agency: Human Services
Closing Date/Time: Mon. 06/25/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 18-068**

Bachelors degree required and previous experience in information technology system development, MS Excel and people skills. Knowledge of management principles to design studies and surveys to evaluate overall program implementation. Office etiquette, ability to prepare clear and comprehensive reports, experience with employment and training.

Applications should be mailed or emailed to:

LaTanya Law-Fountain
Associate Director Workforce Development
1308 W 105th Street 2nd Floor
Chicago, IL 60643
PH: 773 881-2934
Latanya.M.Law-Fountain@Illinois.gov

06/15/2018



Job Title: Office Assistant - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 06/21/18 5:00 PM Central Time
Salary: \$2,782.00 - \$3,781.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813033-133707

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; requires working knowledge of alphanumeric sequencing; of office practices, procedures and programs; of grammar, spelling and punctuation; and of basic mathematics; requires ability to follow oral and/or written instructions and to operate commonly-used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 35 wpm.

Agency Contact:

Karen Wagner
Office of Employee Services
1911 S. Indiana, 9th FL
Chicago, IL 60616
Phone: 312-328-2461
Fax: 312-3282321
Email: Karen.A.Wagner@Illinois.gov

06/15/2018



Job Title: **Educator - Opt B**
Agency: Juvenile Justice
Closing Date/Time: Thu. 06/21/18 5:00 PM Central Time
Salary: \$4,248.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0023**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in the appropriate content area in which the individual is approved to work. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments. Requires patience and tolerance of a wide range of behavior.

Agency Contact:

Oleavia Green
136 North Western Avenue
Chicago, IL 60612
(312) 633-5219 x4080 (desk)
(312) 633-5229 (fax)
oleavia.green@illinois.gov

06/15/2018



Job Title: **Advanced Grantee Auditor - Non-Code**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time
Salary: \$60,000.00 - \$90,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA Non-Code 50680-03-2018**

Bachelor's degree in accounting or finance or other relevant discipline. Five years of accounting and financial audit experience, preferably with government grants; proficiency in Microsoft Office, Excel, Word, Access, and Power Point. Excellent critical thinking, communication and analytic skills. Ability to work independently and as part of a team; willingness and ability to travel in state, including valid Illinois Driver's License.

Work hours: 8:30 a.m. to 5:00 p.m.
Agency: Illinois Criminal Justice Information Authority
Location: 300 W. Adams St., Suite 200
Chicago, Illinois 60606
Contact: Dawn English/ dawn.english@illinois.gov
Office of Human Resources

06/15/2018



Job Title: **TM III Documentation Reviewer**
Agency: Transportation
Closing Date/Time: Thu. 06/21/18 4:30 PM Central Time
Salary: \$4,670.00 - \$6,483.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **IPR#42673**

This position is accountable for duties associated with the interim and final audit of construction documentation content and procedures so contractor payments and construction change orders can be correctly and promptly approved and paid, federal reimbursement ensured, and construction contracts can be finalized in a timely manner.

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 by **Thursday, June 21, 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.

06/15/2018



Job Title: **Technical Advisor II, Legal Advocacy Service**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 06/20/18 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#: **45252-50-70-211-1002**

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. Four years of litigation experience preferred. 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.

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

06/15/2018



Job Title: **Guardianship Representative (Estate)**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time
Salary: \$4,077.00 - \$6,096.00 monthly
Job Type: Full-Time
Location: Cook County Zone 1, Illinois
Number of Vacancies: **1**
Bid ID#: **17710-50-70-141-1002**

Requires a Bachelor's degree plus two years of professional experience in a social services area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. May require working after hours and on weekends. Requires ability to travel. Requires possession of an appropriate valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Send bids & applications to:
Bobbie Fox, HR Director
Illinois Guardianship & Advocacy Commission
160 N. LaSalle, Room 500
Chicago, IL 60601
Fax # 312-793-4311

06/15/2018



Job Title: **Management Operations Analyst II**
Agency: Human Services
Closing Date/Time: Wed. 06/20/18 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#: **10-90-106247**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree in business or public administration with course work in economic theory, accounting/finance, organizational theory, and operation research. Requires three years progressively responsible professional experience in management operations analysis. Requires ability to travel.

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

06/15/2018



Job Title: **Corrections Grounds Supervisor**
Agency: Corrections
Closing Date/Time: Thu. 06/21/18 4:00 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-18-2170**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires two years experience in grounds maintenance and gardening. Requires completion of an approved course in guard training within six months of employment. Requires extensive knowledge of grounds maintenance equipment and insecticides.

CONTACT: Julie Cahill, Human Resources Representative - Joliet Treatment Center, 2848 W. McDonough St., Joliet, IL 60436
Phone: (815)730-4400 ext. 2019
Fax: (815)730-4401
E-mail: julie.cahill@illinois.gov

06/15/2018



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>



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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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06/15/2018



- 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.