



**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

06/16/2018



Job Title: **Activity Therapist Coordinator**  
Agency: Human Services  
Closing Date/Time: Thu. 06/21/18 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#: **10-78-105637**

**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

06/16/2018



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  
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>

06/16/2018



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

06/16/2018



Job Title: **Public Service Administrator - Opt 8L**  
Agency: Guardianship & Advocacy Commission  
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Champaign County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **GB010**  
Bid ID#: **37015-50-70-130-00-06**

Requires a license to practice law in Illinois plus two years practicing law; requires trial practice experience; knowledge of rules of evidence and judicial and administrative procedures, case law and legal research techniques; possession of exceptional writing skills. Requires the ability to analyze and organize facts and legal issues and the judgment to advise, assist and direct other attorneys in implementing individual case strategy.

SEND BID AND COPY OF APPLICATION VIA MAIL OR FAX ONLY:  
BOBBIE FOX, HR DIRECTOR  
ILLINOIS 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>

06/16/2018



Job Title: **Public Aid Eligibility Assistant**  
Agency: Human Services  
Closing Date/Time: Wed. 06/20/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Macon County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **10-91-106230**

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  
Amy Cook  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116

06/16/2018



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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06/16/2018



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](mailto:julie.cahill@illinois.gov)



06/16/2018



Job Title: **Social Worker IV**  
Agency: Human Services  
Closing Date/Time: Thu. 06/21/18 4:30 PM Central Time  
Salary: \$5,441.00 - \$8,689.00 monthly  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC063**  
Bid ID#: **10-77-322-20-10-88-106222-4450**

Requires a master's degree in social work from an accredited college or university; requires 3 years of clinical training and experience in the evaluation and treatment of mental illness which has been acquired subsequent training and experience which constituted a part of the degree program. Requires a thorough knowledge of social work theory, principles, techniques, practices, and their application. Requires licensure from the State of Illinois as a Clinical Social Worker. Requires ability to conduct interviews and to access various work sites throughout the hospital. Requires the ability to effectively communicate with a wide variety of people both verbally and in writing.

Dr. Rod Hoebet  
Alton Mental Health Center  
4500 College Ave  
Alton, IL 62002  
(618)474-3473

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06/16/2018



Job Title: OS I Traffic Operations Supervisor I  
Agency: Transportation  
Closing Date/Time: Wed. 06/20/18 4:30 PM Central Time  
Salary: \$6,075.00 - \$7,545.00 monthly  
Job Type: Full-Time  
Location: Lee County, Illinois  
Number of Vacancies: 1  
Bid ID#: IPR#42814

**Required:**

- Valid driver's license
- Extensive districtwide travel
- Must be available 24 hours a day, 7 days per week, 52 weeks per year; and may be required to work extensive periods of overtime

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 **Wednesday, June 20, 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.

06/16/2018



Job Title: **TM II Labor Relations Analyst**  
Agency: Transportation  
Closing Date/Time: Wed. 06/20/18 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#42880**

This position is responsible for providing administrative assistance to the district Labor Relations Manager and district Personnel Services Manager in matters pertaining to discipline, grievances and other issues that impact the district's labor relations.

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 **Wednesday, June 20, 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.

06/16/2018



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

06/16/2018



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

06/16/2018



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

06/16/2018



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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

06/16/2018



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](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008



06/16/2018



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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06/16/2018



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

06/16/2018



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](mailto:becky.frost@doc.illinois.gov)

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06/16/2018



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](mailto: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.

06/16/2018



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>

06/16/2018



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

06/16/2018



## **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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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

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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

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>

06/16/2018



- 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.