



**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

06/20/2018



Job Title: **Veterans Service Officer**  
Agency: Veterans Affairs  
Closing Date/Time: Thu. 06/28/18 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#: **34-115-18-18**

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.

Contact:  
Renee Dougherty  
833 South Spring Street  
Springfield, IL 62704  
Phone: (217) 785-1788  
Fax: (217) 557-7235

06/20/2018



Job Title: **Cook I (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Thu. 06/28/18 4:00 PM Central Time  
Salary: \$16.32 - \$22.29 hourly  
\$1,305.75 - \$1,783.45 biweekly  
\$2,840.00 - \$3,879.00 monthly  
\$34,080.00 - \$46,548.00 annually  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-82/106316**

Requires six months of cooking experience or completion of an approved training course which has provided working knowledge of food preparation and cooking methods on a large scale basis. Requires successful completion of the facility's annual mandatory training courses. Per Public Health, requires possession of a valid Illinois food Service Sanitation Certificate. Requires ability to lift and /or push up to 50 pounds.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Ave  
Hines, IL. 60141

Fax#708 338-7078

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

06/20/2018



Job Title: **Enterprise Architect**  
Agency: Department of Innovation & Technology (DoIT)  
Closing Date/Time: Thu. 06/28/18 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **DoIT 18393**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in computer science or information technology or a related field. : Requires eight to ten years of progressively responsible administrative information technology experience in a public or private organization. Requires advanced knowledge of information technology administration practices, architectural design and principles. Database architecture, SharePoint and content management experience, as well as experience with IT rationalization projects and their implementation.

**Agency Contact:**

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection  
120 W Jefferson St, 3rd floor  
Springfield, IL 62702  
DoIT.BidForms@illinois.gov  
217-524-3553  
217-524-6629 Fax

06/20/2018



Job Title: **Human Services Casework Manager - Opt SS**  
Agency: Human Services  
Closing Date/Time: Thu. 06/28/18 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#: **10-91-106315**

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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06/20/2018



Job Title: **Health Facilities Surveillance Nurse**  
Agency: Public Health  
Closing Date/Time: Wed. 06/27/18 5:00 PM Central Time  
Salary: \$5,293.00 - \$7,197.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC023**  
Bid ID#: **IDPH 44-18-0370**

Requires graduation from an approved nursing education program resulting in an associate or a diploma degree in nursing and three years of professional nursing experience or, a bachelor's degree in nursing and two years of professional nursing experience or, a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Extensive travel required.

**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)

06/20/2018



Job Title: **Senior Public Service Administrator - Opt 6 (Clinical Services Director)**

Agency: Human Services

Closing Date/Time: Wed. 06/27/18 4:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **TA000**

Bid ID#: **10-72-106386**

Subject to management approval, serves as the Director of Clinical and Behavioral Services at Ludeman Developmental Center; performs highly responsible administrative and clinical supervision of clinical and behavioral services, including but not limited to: psychological and behavioral services, social services and Qualified Intellectual Disabilities Professional (QIDP) services. Services as liaison with consulting psychiatrist and primary physician. Chairs and serves on Committee's as assigned, providing administrative, clinical and behavioral expertise. Develops and monitors psychological and behavioral standards, policies and procedures and behavioral training programs, individual service plans and admission/discharge processes.

Agency Contact:  
Kerri Bresley, HR/LR Administrator  
SODC Operations  
1120 Washington Ave  
Dixon, IL 61021  
Phone ~ (815)288-8345  
Fax ~ (815)288-8321  
[kerri.bresley@illinois.gov](mailto:kerri.bresley@illinois.gov)

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06/20/2018



Job Title: **Guard II**  
Agency: State Police  
Closing Date/Time: Wed. 06/27/18 4:00 PM Central Time  
Salary: \$3,025.00 - \$4,137.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **4**  
Plan/BU: **RC029**  
Bid ID#: **21-61-ISP18-123**

Requires completion of six months of safety and security experience as a watch attendant, security guard, or related position. Requires working knowledge of facility security requirements and regulations. Requires working knowledge of emergency response procedures and techniques, including first aid, CPR, fire safety and control, and response protocols for security breaches. Requires working knowledge of security enforcement practices and techniques. Requires ability to communicate security regulations, general information, and direct and control public with firmness, courtesy, and tact. Requires ability to recognize and provide initial response to security breaches and safety hazards. Requires ability to complete security training, follow written procedures and work instructions, and to organize observed facts.

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

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06/20/2018



Job Title: **Systems Monitor**  
Agency: Human Services  
Closing Date/Time: Tue. 06/26/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Exempt  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 17-123**

Requires knowledge, skill and mental development equivalent to completion of four years college, with course work in business or public administration. Requires three years of progressively responsible administrative experience in a public or private organization.

8:30AM-5:00PM

**Work Location**

Northern FCRC  
8001 Lincoln Ave 4th Floor  
Skokie, IL 60077

**Applications should be emailed to:**

Angelique Wisler  
Local Office Administrator  
[Angelique.Wisler@illinois.gov](mailto:Angelique.Wisler@illinois.gov)

06/20/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**  
Agency: Human Services  
Closing Date/Time: Tue. 06/26/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 3, Illinois  
Number of Vacancies: **01**  
Plan/BU: **RC062**  
Bid ID#: **10-72-106250**

Requires bachelor's degree in a human services professional field, (e.g. sociology, special education, rehabilitation counseling, psychology). A doctor of medicine or osteopathy or a registered nurse will also meet required education and training requirements. Additionally, requires one year of experience working directly with individuals with intellectual or developmental disabilities in addition to the education and training stated above. Appointees are required to have successfully completed a department training program designed specifically for the Qualified Intellectual Disabilities Professional before the completion of her/his probationary period, federal educational requirements as outlined in 42CFR 483.430. This class is included as an Upward Mobility Program credential title. Requires the ability to pass and maintain CPR & Restraints training.

AGENCY CONTACT:  
Alice M. Chambers  
Human Resources Representative  
114 N. Orchard Drive  
Park Forest, IL 60466  
Phone: 708-286-3015  
Fax: 708-283-3017

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

06/20/2018



Job Title: **Mental Health Technician Trainee /Mental Health Technician I**

Agency: Human Services

Closing Date/Time: Fri. 06/29/18 5:00 PM Central Time

Salary: \$2,577.00 - \$3,779.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: **25**

Plan/BU: **RC009**

Bid ID#: **10-72-106142-106166**

**Mental Health Technician Trainee**

Requires knowledge, skill and mental development equivalent to completion of high school. Requires the ability to participate in and successfully complete a comprehensive training program. Requires ability to implement training programs and procedures for individuals with developmental disabilities.

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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06/20/2018



Job Title: **Public Service Administrator - Opt 6**  
Agency: Human Services  
Closing Date/Time: Fri. 06/29/18 5:00 PM Central Time  
Salary: \$3,116.00 - \$8,301.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 17-007**

Serves as the statewide coordinator for the Projects for Assistance in Transition from Homelessness (PATH) federal grant. Responsible for planning and executing policies and procedures to meet federal regulations for the target population including individuals who are homeless and have a serious mental illness and/or a co-occurring substance abuse disorder.

Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762  
Fax: (217) 524-3385

06/20/2018



Job Title: **Senior Public Service Administrator - Opt 1**  
Agency: Human Services  
Closing Date/Time: Fri. 06/29/18 5:00 PM Central Time  
Salary: \$4,295.00 - \$12,128.00 monthly  
Job Type: Temporary  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **PSC 17-105**

Requires knowledge, skill and mental development equivalent to four years of college.

Requires at least four years experience in administrative of human or social service organization.

Strong oral and written communication, analytical and problem solving skills.

Samantha Silva, BES/Division of Mental Health  
100 South Grand Ave. East- 3rd Floor  
Springfield, IL 62762  
Fax: (217) 524-3385

06/20/2018



Job Title: **Paralegal Assistant**  
Agency: Children & Family Services  
Closing Date/Time: Fri. 06/29/18 5:00 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: **RC062**  
Bid ID#: **1803022-033414**

Requires knowledge, skill and mental development equivalent to completion of four years college with related coursework in such areas as pre-legal, medical or premedical, English, and statistics; preferably requires a paralegal certificate. Requires travel.

Contact:  
Brandi Lake  
2020 W. Roosevelt Rd  
Chicago, Illinois 60608  
PHONE: (312) 814-1222  
FAX: (312) 814-1224  
Email: Brandi.Lake@[illinois.gov](mailto:Brandi.Lake@illinois.gov)

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

06/20/2018



Job Title: **Support Service Worker**  
Agency: Human Services  
Closing Date/Time: Fri. 06/29/18 4:00 PM Central Time  
Salary: \$2,700.00 - \$3,641.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 4, Illinois  
Number of Vacancies: **3**  
Plan/BU: **RC009**  
Bid ID#: **10-82/106365, 106306, 106307**

Requires knowledge skill and mental development equivalent to completion of high school supplemented by six months experience in the housekeeping field. Requires working knowledge of routine tasks commonly found in a housekeeping department. Requires ability and skill in the basic preparation of cleaning solutions, machines and equipment. Requires the ability to lift and/or push up to 60 lbs.

Valarie Laird/Human Resources  
Madden Mental Health Center  
1200 S. First Avenue Hines, IL. 60141  
Fax# 708-338-7078

06/20/2018



Job Title: **Police Officer I**  
Agency: State Police  
Closing Date/Time: Fri. 06/29/18 4:00 PM Central Time  
Salary: \$4,144.00 - \$6,033.00 monthly  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **6**  
Plan/BU: **RC029**  
Bid ID#: **21-61-ISP18-125**

Requires knowledge, skill, and mental development equivalent to the completion of high school. Requires graduation from an accredited basic law enforcement academy, with an Illinois state certification as a police officer, and one year of law enforcement experience as a police officer. Requires elementary knowledge of all applicable federal and state laws, county, and local ordinances. Requires elementary knowledge of the functions and interrelationships of law enforcement jurisdictions and authorities.

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



06/20/2018



Job Title: **Public Service Administrator - Opt 1**  
Agency: Abraham Lincoln Presidential Library and Museum  
Closing Date/Time: Thu. 06/28/18 11:59 PM Central Time  
Salary: \$3,116.00 - \$9,765.00 monthly  
Job Type: Full-Time  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **ALP18011**

Requires the completion of a Ph.D. in American history or related field, plus five years of professional experience in the field of documentary editing. Requires thorough knowledge and experience in performing historical research, editing and writing and thorough knowledge of Illinois and/or Abraham Lincoln historical literature and collections

Agency Contact:

Melissa Schaefer  
Director of Human Resources  
Abraham Lincoln Presidential Library and Museum  
212 North Sixth Street  
Springfield, Illinois 62701  
217-557-5875  
[ALPLM.HR@illinois.gov](mailto:ALPLM.HR@illinois.gov)

06/20/2018



Job Title: **Administrative Assistant I - Opt H2**  
Agency: Human Rights Department  
Closing Date/Time: Thu. 06/28/18 5:00 PM Central Time  
Salary: \$4,159.00 - \$6,218.00 monthly  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC028**  
Bid ID#: **18-43**

Requires completion of four years of college or equivalent, preferably with courses in public or business administration. Requires at least one year of professional experience. It is preferred that candidate have working knowledge of the IBM AS/400, personal computers and Local Area Networks.

For more information, please refer to the Work4Illinois website at [Work.Illinois.Gov](http://Work.Illinois.Gov) and select 'Application Procedures'. 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).

06/20/2018



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](mailto:Latanya.M.Law-Fountain@Illinois.gov)

06/20/2018



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](mailto:Karen.A.Wagner@Illinois.gov)

06/20/2018



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](mailto:oleavia.green@illinois.gov)

06/20/2018



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

06/20/2018



## **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.**

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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>

06/20/2018



- 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.