



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
TEL: 773-378-5902
FAX: 773-378-5903**

**Oak Park Office
816 S Oak Park Ave, Suite A
Oak Park, IL 60304
TEL: 708-445-FORD (3673)**

**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**

06/21/2017



Job Title: Vocational Instructor - Opt C Personal Services Contract

Agency: Human Services

Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time

Salary: \$2,464.00 - \$4,731.00 monthly

Job Type: Temporary

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC028

Bid ID#: 18-001 PSC

Job Description: This contract as part of the pre-employment preparation program will work with students with disabilities in employability skills such as time management, positive work ethics, team building, workforce behaviors, resume and portfolio development, and interviewing skills providing both the necessary practical knowledge and marketable works skills to facilitate student entry into employment.

To apply please submit CMS 100 Application and Cover Letter to:

Sherrie Bridges
Division of Rehabilitation Services
Manager/Personnel Support Unit
100 South Grand Avenue East
Springfield
FAX: (217) 558-6275
Email: Sherrie.Bridges@Illinois.gov

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

06/21/2017



Job Title: **Veterans Employment Representative II**
Agency: Employment Security
Closing Date/Time: Wed. 06/21/17 11:59 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 11898**

Under general direction, serves as the Local Veterans' Employment Representative (LVER) for an assigned area; plans, coordinates and conducts employer outreach services on behalf of Veterans; provides guidance, directs and implements standards and procedures for the delivery of Veteran services as provided by Title 38, of the US Code, Chapter 41. Develops and implements plan to promote the advantages of hiring Veterans to employers and employer groups

Non-State Employees:

Do not apply directly to Agency Contact. Follow procedures in *How to Apply* section below.

Questions related to Testing and Grading can be directed to: CMS at (217) 524-1321 or (312) 793-3565.

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06/21/2017



Job Title: **Unemployment Insurance Special Agent - Opt SS**
Agency: Employment Security
Closing Date/Time: Wed. 06/21/17 11:59 PM Central Time
Salary: \$4,476.00 - \$6,124.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **RCRA 11900**

Under direction, performs investigations of a highly complex, sensitive nature to assess the propriety of unemployment benefit payments based upon the criteria contained in laws and policies of the State of Illinois and Federal Department of Labor. Interacts with claimants, employers, government agencies and the general public to detect and investigate overpayments, fraud and other violations of the state and federal laws.

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06/21/2017



Job Title: **TM III Contract Compliance Representative**
Agency: Transportation
Closing Date/Time: Thu. 06/29/17 4:30 PM Central Time
Salary: \$4,670.00 - \$6,483.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Plan/BU: **PM-00**
Bid ID#: **IPR#41747**

This position is accountable for implementing equal opportunity, affirmative action, and labor compliance provisions that apply to all state supervised construction projects in an assigned geographical area; rules and regulations governing participation of disadvantaged and women's businesses; and the utilization of women and minorities in the workforce.

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 29, 2017**, 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.

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06/21/2017



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Thu. 06/22/17 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-101432**

Under direct supervision performs routine housekeeping functions, which are within prescribed procedures on two homes per day. Performs manual tasks such as mopping, scrubbing, dusting and polishing of floors in assigned areas. Performs tasks such as dusting, polishing and cleaning furniture, woodwork, vents fixtures and equipment, washing windows, cleaning window sills inside and outside.

CONTACT PERSON:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 North Orchard Drive
Park Forest, IL 60466
708-283-3015

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Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Thu. 06/22/17 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-101431**

Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

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06/21/2017



Job Title: **Social Services Career Trainee - Opt SS**
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#: **L-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases

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).

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06/21/2017



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Thu. 06/22/17 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-101431**

Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment.

WORK LOCATION:

Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466

WORK HOURS:

To be discussed at the time of the interview

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

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06/21/2017



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

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities.

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).

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06/21/2017



Job Title: Revenue Collection Officer Trainee
Agency: Revenue
Closing Date/Time: Fri. 06/23/17 5:00 PM Central Time
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: DOR 15644

Under direct supervision, for a period of six to twelve months, participates in an Agency sponsored training program receiving training and controlled working assignments designed to develop broad knowledge, understanding, and practical skills necessary to perform the duties of a Revenue Collection Officer I

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

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06/21/2017



Job Title: **Human Resources Associate - Opt 2**
Agency: **Veterans Affairs**
Closing Date/Time: **Wed. 06/28/17 4:00 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: **RC014**
Bid ID#: **34-50-17-61**

Prepares personnel transactions for the facility. Assists in gathering data for transactions, ensuring all forms are complete, salaries figured correctly, dates are correct, positions numbers are established and correct and proper documents are attached. Responsible for maintaining facility Worker Compensation claims/files; evaluation tracking; maintaining assorted reports; assisting with new hires; serves as back up for timekeeping entry.

Contact:
Human Resources
1 Veterans Dr.
Manteno, IL 60950
815-468-6581 ext. 328

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06/21/2017



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Wed. 06/28/17 4:59 PM Central Time
Salary: \$3,878.00 - \$5,212.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10/79-101464**

Under general supervision of the AT Supervisor and directed by the AT Coordinator, collaborates on the development and implementation of a comprehensive Activity Therapy program on a patient care unit in Central Programs. Provides clinical excellence in assessment, evaluation, treatment planning, group and/or individual treatment and documentation

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

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06/21/2017



Job Title: Office Administrator III - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-97-101676

Under direction of the program manager, serves as working supervisor to office support staff in the Bureau of TANF & Teen Parent Services/South, Division of Family & Community Services, Department of Human Services, functions as staff assistant performing paraprofessional secretarial and office support duties

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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06/21/2017



Job Title: **Automotive Shop Supervisor**
Agency: Central Management Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$4,840.00 - \$6,487.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **VR706**
Bid ID#: **CMS 15879**

Under direction, manages, instructs and directs subordinates in the repair and reconditioning of automobiles, trucks, and other equipment and machinery commonly used on highway construction and maintenance activities; travels to various facilities to inspect work during repair and/or reconditioning processes and upon completion. Supervises staff.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

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06/21/2017



Job Title: Office Coordinator - Opt 2
Agency: Natural Resources
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Massac County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 12-32-5073

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

WHERE TO APPLY

Department of Natural Resources
Attn: Chris McGinness
Fort Massac State Park
1308 E. 5th St.
Metropolis, IL 62960
Phone: 618-524-4712

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06/21/2017



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Agency: Human Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$2,464.00 - \$4,731.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC028
Bid ID#: 18-001 PSC

Job Description: This contract as part of the pre-employment preparation program will work with students with disabilities in employability skills such as time management, positive work ethics, team building, workforce behaviors, resume and portfolio development, and interviewing skills providing both the necessary practical knowledge and marketable works skills to facilitate student entry into employment.

To apply please submit CMS 100 Application and Cover Letter to:

Sherrie Bridges
Division of Rehabilitation Services
Manager/Personnel Support Unit
100 South Grand Avenue East
Springfield
FAX: (217) 558-6275
Email: Sherrie.Bridges@Illinois.gov

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06/21/2017



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Wed. 06/28/17 5:59 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 44-17-0355**

Under the direction of the Regional Supervisor for the Division of Long-Term Care Field Operations, supervises regional survey staff; plans, schedules and implements state licensure and federal certification survey activities at the regional level. Serves as working supervisor.

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.HRAApplications@illinois.gov

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06/21/2017



Job Title: Educator - Personal Services Contract
Agency: Juvenile Justice
Closing Date/Time: Thu. 06/29/17 4:00 PM Central Time
Salary: \$5,000.00 / Month
Job Type: Temporary
Location: Kane County, Illinois
Number of Vacancies: 2
Bid ID#: IDJJ27-PSC-17-0030

Under general supervision of the Principal, instructs students and completes other educational tasks assigned by the School District Administrator. Assumes control of and responsibility for, the students' learning environment. Provides quality classroom instruction, which includes Blended Learning using Gradpoint.

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

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06/21/2017



Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Thu. 06/29/17 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: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-95-101559**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing receptionist functions for support staff.

*Bureau of Employee Services
Krissie Buss
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116*

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06/21/2017



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Agency: Human Services
Closing Date/Time: Thu. 06/22/17 5:00 PM Central Time
Salary: \$2,761.00 - \$3,389.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-101431**

Under direct supervision of the Dietary Manager and guidance and direction from the support service coordinator 2, performs routine tasks as assigned in a food service capacity including preparing and cleaning food, plating food, delivering meals and cleaning and operating various food service equipment.

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. Orchard Drive
Park Forest, IL 60466
708-283-3015

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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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SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO
WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>



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.
 - 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.

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Drive with Uber and get paid INSTANTLY in fares by helping our community of riders get around town. Driving with Uber is a great way to earn cash on your schedule. The more you

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06/21/2017



drive, the more you can earn. It's simple and perfect for those looking for seasonal, work from home, entry level, temporary, or any type of part time opportunities. And now, with Instant Pay, you can drive and instantly transfer your earnings to your bank account. There's no minimum on the amount you can withdraw, and you can cash out up to 5 times a day!

WHAT YOU NEED TO KNOW:

- **Earn Great Money:** The more you drive, the more you earn.
- **Flexible Schedule:** Make your own schedule as a contractor – any time day or night.
- **Getting Started is Easy:** Signing up is quick & easy – no experience required!
 - **Get Paid Weekly:** Get checks deposited into your bank account weekly.
 - You're at least 21 years' old
 - You have a 4-door vehicle
 - You have a driver's license and insurance
 - You're friendly and excited to earn money on your schedule!

SIGN UP TO DRIVE: QUESTIONS? CALL 888-653-1610

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