



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**

06/22/2017



Job Title: Office Coordinator - Opt 2
Agency: Human Services
Closing Date/Time: Wed. 06/28/17 5:00 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
\$36,324.00 - \$50,676.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-96-101672

Under direction, performs complex technical office support functions utilizing Word, Access, Excel and GroupWise for the Office; performs special studies and projects for the Office; provides clerical support for the Domestic Violence Advisory Council and its committees.

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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06/22/2017



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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06/22/2017



Job Title: **Mental Health Technician I or Mental Health Technician II**

Agency: Human Services

Closing Date/Time: Wed. 06/28/17 4:59 PM Central Time

Salary: \$2,930.00 - \$3,721.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **5**

Plan/BU: **RC009**

Bid ID#: **10/79-527.28.29.30.31**

Under direct supervision, performs duties associated with the direct care and treatment designed to help patients. Performs patient care procedures that assist the patient achieve greater mental, physical and social development. Assists in maintaining a safe therapeutic environment at Chicago Read Mental Health Center.

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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06/22/2017



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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06/22/2017



Job Title: **Civil Engineer II**
Agency: Natural Resources
Closing Date/Time: Mon. 06/26/17 5:00 PM Central Time
Salary: \$4,845.00 - \$8,035.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **NR916**
Bid ID#: **12-64-410**

Under general supervision, performs moderately difficult professional civil engineering duties, reviews petitions and modifications to existing Lake Michigan water allocations and the collection of required annual and monthly water use data; prepares reports of water use and other reports

WHERE TO APPLY

Department of Natural Resources
Attn: Jim Casey
Office of Water Resources
160 N. LaSalle, Ste. 703
Chicago, IL 60601
Phone: 312-793-5947

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06/22/2017



Job Title: **Police Officer I**
Agency: State Police
Closing Date/Time: Mon. 06/26/17 4:00 PM Central Time
Salary: \$4,523.00 - \$6,433.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC029**
Bid ID#: **21-61-ISP17-037**

Under direct supervision, during an assigned shift, performs law enforcement duties providing for the safety and protection of life and property in facilities under the jurisdiction of the State of Illinois. Performs duties involving crime and fire protection, security, traffic control, and preliminary incident investigations.

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

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06/22/2017



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Fri. 06/23/17 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **01**
Plan/BU: **RC063**
Bid ID#: **1760017-605692**

Under general supervision, performs highly specialized professional adoption and subsidized guardianship casework services; conducts assessments and home studies to determine the suitability of prospective adoptive homes; prepares and counsels the Adoption Triad, including the child, birth parent, and adoptive parent in the placement process

SUBMIT BIDS TO:

Paige Baker
DCFS
406 E. Monroe St., Station #30
Springfield, IL 62701
Paige.Baker@illinois.gov

Phone: (217) 557-7430
Fax (217) 785-0395

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06/22/2017



Job Title: **Human Resources Representative**
Agency: Corrections
Closing Date/Time: Fri. 06/23/17 4:00 PM Central Time
Salary: \$4,159.00 - \$6,500.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **IDOC29-40-17-0013**

Under direction of the Transaction Supervisor (Public Service Administrator), serves as a human resources generalist; performs difficult personnel functions preparing and processing personnel transactions and varied administrative activities with a specific focus on assigned facilities and divisions within the Department of Corrections (DOC) and Juvenile Justice (DJJ)

Location/Agency Contact:

IDOC/ Public Safety Shared Service Center
Lisa Devert- HR Specialist
1301 Concordia Ct
Springfield, IL 62702
Phone: 217-557-6010 x4477
lisa.devert@doc.illinois.gov

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06/22/2017



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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06/22/2017



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.

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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06/22/2017



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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06/22/2017



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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06/22/2017



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.

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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06/22/2017



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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06/22/2017



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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06/22/2017



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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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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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.

Uber Driver Partner (Choose Your Own Hours)

WHO WE ARE:

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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06/22/2017



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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