



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

06/23/2018



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

06/23/2018



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>

06/23/2018



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

06/23/2018



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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06/23/2018



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

06/23/2018



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

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06/23/2018



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

06/23/2018



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

06/23/2018



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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06/23/2018



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

06/23/2018



Job Title: **Human Resources Representative**
Agency: Human Services
Closing Date/Time: Mon. 07/09/18 4:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82/106374**

Requires knowledge skill and mental development equivalent to completion of four years of college and one year of professional experience, preferably in human resources, or satisfactory completion of an approved training program. Requires working knowledge of the Personnel Code, Rules, Position Classification Plan, Collective Bargaining Contracts, departmental policies and procedures.

Valarie Laird/ Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141-7000

Fax# 708-338-7078

06/23/2018



Job Title: **Physician Specialist - Option C/D - Opt S18**
Agency: Human Services
Closing Date/Time: Mon. 07/09/18 4:00 PM Central Time
Salary: \$83.58 - \$116.30 hourly
\$6,292.62 - \$8,756.31 biweekly
\$13,634.00 - \$18,972.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/106305**

Requires a current Illinois license to practice medicine and American board Certification in the related specialty of psychiatry. Requires ability to speak and write Spanish at colloquial level.

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

Fax# 708-338-7078

06/23/2018



Job Title: **Management Operations Analyst II - Personal Service Contract**

Agency: Human Services

Closing Date/Time: Fri. 07/06/18 4:00 PM Central Time

Salary: \$28.01 - \$42.48 hourly
\$4,873.00 - \$7,392.00 monthly

Job Type: Part-Time

Location: Kane County, Illinois

Number of Vacancies: **1**

Plan/BU: **PR000**

Bid ID#: **10-81-25542**

Requires knowledge, skill, and mental development equivalent to completion of four years of college, supplemented by a master's degree in mental health or human services field. Requires three years progressively responsible professional experience in management operations analysis. Requires extensive knowledge of the application and conduct of management studies.

Elgin Mental Health Center
750 S. State Street
Elgin, IL 60123
Contact: Sue Cooley
Office: 847-742-1040, ext. 2095 or ext. 2029

06/23/2018



Job Title: **Beautician (Personal Service Contract)**
Agency: Human Services
Closing Date/Time: Fri. 07/06/18 4:00 PM Central Time
Salary: \$25.00 - \$25.00 hourly
Job Type: Temporary
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **10-81-062118**

Requires technical skill to cut and style hair. Knowledge of operation and maintenance of a beauty shop. Knowledge and experience to provide hair care for patients of various ethnicities and cultures, Ability to perform duties for patients with a mental disability. Ability to use and care for beauty shop equipment. Ability to use tints and dyes. Graduate from a certified Beauty School and in possession of a valid Illinois Cosmetology License.

Elgin Mental Health Center
750 S. State St.
Elgin, IL 60123
Contact: Sue Cooley
Office: 847-742-1040 ext 2095
Fax: 847-429-4933

06/23/2018



Job Title: Office Associate - Opt 2
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 07/05/18 11:59 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IG0742

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling and punctuation; requires ability to operate commonly used manual and automated office equipment and perform routine maintenance; requires ability to type accurately at 45 words per minute.

Agency Contact:
Lori Kinsella
Office of Inspector General/Personnel
2200 Churchill Road, Building 1A
Springfield, IL 62702

Work Telephone # (217) 524-5104
Fax # (217) 782-7969

06/23/2018



Job Title: **Public Service Administrator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 07/05/18 11:59 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **GB062**
Bid ID#: **IG0741**

Requires knowledge, skill, and mental development equivalent to completion of four years of college with courses in business administration and accounting. Requires prior experience equivalent to three years of progressively responsible administrative accounting experience in a public or business organization. Requires ability to travel statewide.

Agency Contact:
Lori Kinsella
Office of Inspector General - Personnel
2200 Churchill Road, Building 1A
Springfield, IL 62702

Work Telephone # (217) 524-5104
Fax # (217) 782-7969

06/23/2018



Job Title: **Office Coordinator - Opt 2**
Agency: Healthcare & Family Services
Closing Date/Time: Thu. 07/05/18 11:59 PM Central Time
Salary: \$3,027.00 - \$4,223.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **CS3937**

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; requires extensive knowledge of office practices, procedures, and programs; requires extensive knowledge of composition, grammar, spelling, and punctuation. Requires ability to type accurately at 30 words per minute. Requires the ability to travel.

Contact Person:
Division of Child Support Personnel
509 S. 6th St
Springfield, IL 62701
(217) 557-3900 Office
(217) 524-3960 Fax

06/23/2018



Job Title: **Office Coordinator - Opt 2**
Agency: Human Services
Closing Date/Time: Thu. 07/05/18 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#: **10-91-106405**

Requires knowledge, skill and mental development equivalent to completion of two years secretarial/business college or completion of high school and two years related office experience or two years independent business experience; requires extensive knowledge of office practices, procedures and programs; requires extensive knowledge of composition, grammar, spelling, punctuation and basic mathematics; requires the ability to follow oral and written instructions. Requires ability to type accurately at 30 wpm.

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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06/23/2018



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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06/23/2018



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
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217-524-3553
217-524-6629 Fax

06/23/2018



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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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.

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



- 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.