



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



**4800 W Chicago Ave,
Chicago, IL 60651
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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

08/26/2017



Job Title: **Audit Report Review Support Staff**
Agency: Office of Management and Budget
Closing Date/Time: Sat. 09/30/17 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **005**

The Governor's Office of Management and Budget is seeking to hire an Audit Report Review Support Staff. The Audit Report Review Support Staff will work within the Grant Accountability and Transparency Unit and will assist in the State's implementation of the Grant Accountability and Transparency Act (GATA 30 ILCS 708).

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building

Springfield, IL 62706

Fax: 217-524-4876

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08/26/2017



Job Title: Election Specialist Intern
Agency: Elections Board *
Closing Date/Time: Fri. 09/15/17 4:59 PM Central Time
Salary: See Position Description
Job Type: Temporary
Location: Sangamon County, Illinois
Number of Vacancies: 1
Bid ID#: sbeintern1

The Illinois State Board of Elections is excited to offer internship opportunities to qualified college students from all majors and interests. The SBE will work with students to provide educational opportunities that will meet college requirements. The SBE will work with the student's advisor or department chair to help the intern receive academic credit for the internship. Interns will be working with professional staff as part of a skilled team. Interns will be expected to participate in agency projects as well as day-to-day operations.

Hours will vary, minimum 8-12 per week
State Board of Elections
2329 South MacArthur Blvd.
Springfield, IL 62704

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08/26/2017



Job Title: **Bank Examiner I (Upward Mobility Target Title)**
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 09/11/17 12:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC062**
Bid ID#: **16344**

Under direct supervision, receives training and works under an examiner-in-charge to assist in conducting selected, less complex portions of bank and corporate fiduciary examinations assigned to the Banks, Trusts Companies and Savings Institutions Section in the Division of Banking. Gathers information; analyzes and evaluates data and provides written reports. Travels extensively to assigned facilities for examinations.

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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08/26/2017



Job Title: Financial Institutions Examiner Trainee (Upward Mobility Target Title)
Agency: Financial & Professional Regulation
Closing Date/Time: Mon. 09/11/17 12:00 PM Central Time
Salary: \$3,498.00 - \$5,063.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 5
Plan/BU: RC062
Bid ID#: 16322

Under direct supervision, for a period of six to twelve months, receives on the job and classroom training and completes assignments to acquire knowledge and skills in performing bank and corporate fiduciary examinations assigned to the Banks, Trust Companies and Savings Institutions Section in the Division of Banking. Works under the direction of an examiner-in-charge to assist in conducting selected, less complex portions of examinations. Travels extensively to assigned facilities for examinations.

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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08/26/2017



Job Title: Targeted Violence Prevention Program Intern
Agency: Criminal Justice Information Authority
Closing Date/Time: Tue. 09/05/17 5:00 PM Central Time
Salary: \$15.00 / Hour
Job Type: Part-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Bid ID#: CJIA PSC-13-2017

The person in this position will assist Targeted Violence Prevention Program (TVPP) with research related services for promoting a public health approach to targeted violence prevention. Responsibilities include reading research reports and writing publishable quality summaries that translate complex materials into language that is understandable to non-technical practitioners; programing evaluations/survey

Please submit by email a cover letter and resume to Dawn English, Human Resources Professional: dawn.english@illinois.gov

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08/26/2017



Job Title: **Public Service Administrator - Opt 8K**
Agency: **Juvenile Justice**
Closing Date/Time: **Tue. 09/05/17 4:00 PM Central Time**
Salary: **\$7,135.00 - \$10,617.00 monthly**
\$85,620.00 - \$127,404.00 annually
Job Type: **Full-Time**
Location: **Jersey County, Illinois**
Number of Vacancies: **1**
Plan/BU: **VR704**
Bid ID#: **IDJJ27-50-17-0035**

Under the general administrative direction of the Assistant Superintendent of Programs (SPSA), is responsible for the overall administration of the mental health services at the Illinois Youth Center- Pere Marquette; conducts individual, group and/or family psychotherapy utilizing evidence based therapeutic techniques; evaluates treatment methods and programs

Work Location
IYC - Pere Marquette
17808 State Highway 100 West
Grafton, IL 62037

Agency Contact
Mary Goetten (618) 786-2371, ext. 110
mary.goetten@doc.illinois.gov

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08/26/2017



Job Title: **Data Manager**
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$62,244.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Bid ID#: **196**

The Data Manager is a professional position involving the collection, analysis and presentation of probation and court services related data on various issues and topics of importance to the judicial branch. Work focuses on statistical collection and analysis of data to inform and support various reporting requirements, as well as judicial branch administration and strategic planning. Assignments are in the form of overall research and project objectives to be accomplished and are evaluated for timely and accurate production of various reports under the general direction of the Probation Program Manager.

Administrative Office of the Illinois Courts
Probation Services Division
3101 Old Jacksonville Road
Springfield, IL 62704

Barbara Black
(217) 524-6429

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08/26/2017



Job Title: Probation Program Manager
Agency: Illinois Courts/Administrative Office of the Illinois Courts
Salary: \$67,230.00 / Year
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Bid ID#: 195

The Probation Program Manager plans, schedules, implements and monitors probation service delivery through and with assigned staff. Work involves performing assistance to probation departments, detention centers, circuit courts and county officials.

Administrative Office of the Illinois Courts
Probation Services Division
3101 Old Jacksonville Road
Springfield, IL 62704

Barbara Black
(217) 524-6429

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08/26/2017



Job Title: **Public Service Administrator - Opt 8E**
Agency: Natural Resources
Closing Date/Time: Mon. 08/28/17 5:00 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#: **12-64-5172**

Under direction from the Dam Safety Section Manager, the Dam Safety Engineer, as a licensed engineer, completes reviews of new dam and dam modification applications; conducts field inspections; assists with determination of dam classifications; supervises staff. Completes review of new dam and dam modification applications for permit

WHERE TO APPLY

Department of Natural Resources
Attn: Loren Wobig P.E., CFM
Office of Water Resources
One Natural Resources Drive
Springfield, IL 62702
Phone: 217-782-9130

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08/26/2017



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. Receives info on DHS as well as community services and supports available to persons w/disabilities. Becomes aware of different disabilities and the medical and functional limits imposed while completing academic coursework necessary to obtain a Master's degree in Rehab or a closely related field.

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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08/26/2017



Job Title: Social Services Career Trainee - Opt SS
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: 10 41 SSCT SS

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives information on DHS as a total agency & the comprehensive services provided as well as community services and supports available to 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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08/26/2017



Job Title: **Veterans Nursing Assistant - Certified (Upward Mobility Target Title)**

Agency: **Veterans Affairs**

Closing Date/Time: **Continuous**

Salary: **\$3,116.00 - \$3,964.00 monthly**

Job Type: **Full-Time**

Location: **Union County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC009**

Bid ID#: **34-60-13-Cont. 5**

Under general supervision, performs nursing assistance and personal care services for patients with physical and/or mental impairments. Assistance typically includes physical care, activities of daily living, patient feeding, bathing, personal hygiene care, ambulation, transfer of residents, and dressing needs.

IL Veterans' Home
792 North Main Street
Anna, Illinois 62906

Contact:
Denise Goins
618/833-6302

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08/26/2017



Job Title: Corrections Nurse I (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Continuous
Salary: \$5,017.00 - \$6,859.00 monthly
Job Type: Full-Time
Location: Livingston County, Illinois
Number of Vacancies: 1
Plan/BU: RC023
Bid ID#: IDOC 29-85-16-0687

Under general supervision of the Health Care Unit Administrator (Public Service Administrator); provides full range of professional nursing services in the care and treatment of inmate patients confined at the Pontiac Correctional Center. Provides direct patient care and primary nursing care services; review record keeping functions

AGENCY CONTACT: ELAINE RENTZ, HR REP, PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816 EXT. 2407. FAX: 815/842-9079.

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08/26/2017



Job Title: Day Care Licensing Representative II (Upward Mobility Target Title)
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Winnebago County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: Rockford Licensing 2016

Under supervision, performs responsible functions of the day care licensing program in accordance with agency policies and procedures; maintains responsibility for the licensing of specific day care centers and homes; conducts licensing studies of day care centers and homes to determine compliance with licensing standards; investigates reports of non-compliance and recommends appropriate licensing actions.

Contact:

Zack Booher
DCFS Licensing
10 Collinsville Ave
East St. Louis, IL 62201
Fax: 312-328-2321
Email: Zackary.Booher@illinois.gov

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08/26/2017



Job Title: Child Protection Specialist - Opt SS
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Kankakee County, Illinois
Number of Vacancies: 1
Plan/BU: RC062
Bid ID#: Kankakee Inv. 2017 (Bilingual)

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action; makes recommendations about investigative findings; implements short-term services, including concrete services directly or through family advocates

Contact:

Lora Busse-Fleck
Northern Regional Personnel
8 E. Galena Boulevard, Suite 401
Aurora, IL 60506
Phone: (630) 801-3575
Fax: (630) 801-3530
Email: Lora.Busse-Fleck@illinois.gov

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08/26/2017



Job Title: **Executive Secretary II - Opt 2 (Upward Mobility Target Title)**

Agency: **Transportation**

Closing Date/Time: **Wed. 09/06/17 4:30 PM Central Time**

Salary: **\$3,647.00 - \$5,342.00 monthly**

Job Type: **Full-Time**

Location: **Sangamon County, Illinois**

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **IPR#42146**

Under general direction of the Bureau Chief of Research, performs responsible secretarial and administrative duties functioning independently within the framework of organizational policies and exercising initiative and independent judgment on the promulgation and interpretation of the bureau chief's policies and programs. Performs a variety of complex clerical and technical functions

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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08/26/2017



Job Title: **Juvenile Justice School Counselor**
Agency: Juvenile Justice
Closing Date/Time: Wed. 09/06/17 4:00 PM Central Time
Salary: \$4,751.00 - \$8,061.00 monthly
Job Type: Full-Time
Location: DuPage County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ-27-10-2017-9997**

Subject to administrative approval of the Principal, acquires and transfers academic and other pertinent records to and from juvenile justice facilities, educational facilities or other public, state or local agencies; monitors and tracks the provision of juvenile justice school district education services for compliance with state and federal education mandates and required deadlines; documents and records data; provides counseling and guidance to students, parents and guardians regarding educational testing, educational goals, graduation planning and career planning; assists educators and administrators in evaluating and improving teaching methods and classroom strategies for all students.

LOCATION/AGENCY CONTACT:

Kelly Meeks, HR
Illinois Youth Center Warrenville
30W200 Ferry Road
Warrenville, IL 60555
(630) 983-6213 fax

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08/26/2017



Job Title: **Mental Health Technician III**
Agency: Human Services
Closing Date/Time: Wed. 09/06/17 4:00 PM Central Time
Salary: \$2,951.00 - \$4,124.00 monthly
Job Type: Full-Time
Location: Lake County, Illinois
Number of Vacancies: **21**
Plan/BU: **RC009**
Bid ID#: **10-70-17-102573/102553-052**

REQUIRES SUCCESSFUL COMPLETION OF AN APPROVED TRAINING PROGRAM WITHIN THE TIME FRAME ALLOWED, AND ONE YEAR EXPERIENCE IN OR APPLICABLE TO THE CARE, TREATMENT, AND DEVELOPMENT OF INDIVIDUALS WITH DEVELOPMENTAL DISABILITIES.

Human Resources
ANN M. KILEY CENTER
1401 W. DUGDALE ROAD
WAUKEGAN, IL 60085
FAX: 847-249-0722

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08/26/2017



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Wed. 09/06/17 4:00 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-81-101339**

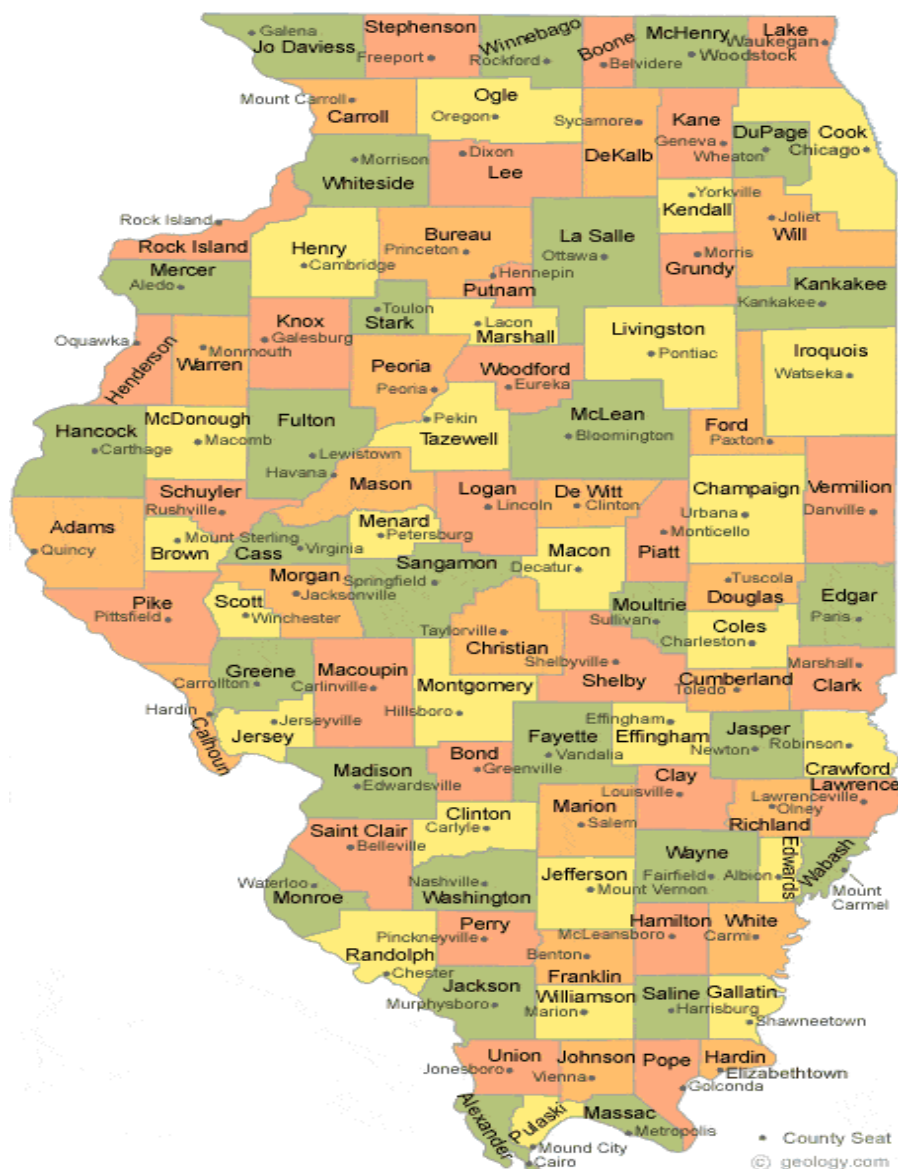
This position provides direct supervision to employees in the preparation and service of food to patients and in the general cleaning and sanitation of the Dietary Department. Prepares some food and supply orders. Ensures the proper use of facility equipment and machinery as directed by the Dietary Manager; conducts inspections of equipment and facilities and maintains proper safety and sanitation conditions. Assists in the orientation and in-service training of dietary employees.

CONTACT INFORMATION

Human Resource Office
Elgin Mental Health Center
750 S State Street
Elgin, IL 60123
Phone: 847-742-1040, Ext 2095; Fax 847-429-4933

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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

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- 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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- **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