



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

11/09/2017



Job Title: Child Welfare Specialist (Upward Mobility Target Title)
Agency: Children & Family Services
Closing Date/Time: Wed. 11/22/17 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 01
Plan/BU: RC063
Bid ID#: 1760035-605835

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 tSUBMIT 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

*Bids are accepted via fax, E-mail, and mail.

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

11/09/2017



Job Title: **Executive II - Opt D1**
Agency: Children & Family Services
Closing Date/Time: Wed. 11/22/17 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1720032-201150**

Under general direction, serves as Business Services Manager for an assigned Cook County region(s), planning, managing, and organizing business operations; provides analysis of operations and makes recommendations to upper management; directs and evaluates the activities of subordinate staff, serving as working supervisor; provides input into the formulation, preparation, and monitoring of the regional budget; monitors expenditures and makes annual projections.

Contact:
Shirley Treseler
406 E. Monroe, Station 440
Springfield, Illinois 62701
217-524-4391
Fax: 217-785-1765
Email: Shirley.Treseler@illinois.gov

11/09/2017



Job Title: **Support Service Worker**
Agency: Human Services
Closing Date/Time: Wed. 11/22/17 5:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-83-102175**

Portions and packs salads, desserts, snacks, unit requisitions, and Continental Breakfasts. Delivers food to resident halls. Returns soiled trays to dietary department. Sets cafeteria line for meal service by making coffee, tea, toast and salads.

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).

11/09/2017



Job Title: **Child Welfare Advanced Specialist**
Agency: Children & Family Services
Closing Date/Time: Wed. 11/22/17 5:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1724014-249232V**

Under direction, serves as guardianship liaison for all DCFS youth in care; utilizing critical decision-making skills and acting within strict timeframes, provides consents to social services, medical, and other providers on behalf of children under DCFS custody and guardianship; provides guardianship review and technical assistance to management, direct service staff, and private agencies; identifies trends and service gaps in the area of consent requests and makes recommendations for necessary revisions; on a rotating basis, serves as supervisor in the

Contact:

Dahra Parenteau
DCFS, Office of the Guardian
17 N State Street, 7th FL
Chicago, IL 60602

Phone: 312-793-1430

Fax: 312-793-3546

E-mail: Dahra.Parenteau@illinois.gov

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11/09/2017



Job Title: **Mental Health Technician II**
Agency: Human Services
Closing Date/Time: Wed. 11/22/17 5:00 PM Central Time
Salary: \$2,865.00 - \$3,998.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-83-101991-101992**

Responsible for talking with, motivating and encouraging recipients in order to promote their development and treatment; participates in the implementation of established treatment and development programs; observes recipients and reports their behavior and reactions to professional staff members; participates as a member of case management team; documents same in clinical record.

Cynthia Newman
Phone: 217/786-6964
Fax: 217/786-7164

11/09/2017



Job Title: **Senior Public Service Administrator - Opt 1**
Agency: Central Management Services
Closing Date/Time: Wed. 11/22/17 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **1**
Plan/BU: **EX000**
Bid ID#: **CMS 16821**

Subject to administrative direction of the Chief Operating Officer (COO), Bureau of Strategic Sourcing (BOSS), serves as policy formulating administrator in the planning, directing, implementing and administering of policies and procedures for the general operation of contract administration and compliance; administers a variety of procurement initiatives and enhancements based on best business practices for all State Agencies, Boards and Commissions called for by the Governor's Office memorandum (Continued Cost Cutting Measures and Guidelines for Agency Procurements) and by Executive Order Number 09-11 (Reducing the Environmental Impact of Illinois State Government Operations).

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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11/09/2017



Job Title: **Insurance Analyst III**
Agency: Central Management Services
Closing Date/Time: Wed. 11/22/17 5:00 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: **RC062**
Bid ID#: **CMS 16825**

Under direction, performs a variety of advanced technical and specialized duties related to insurance discrepancies, which includes the College Insurance Program (CIP) with the State University Retirement System (SURS) and the Teachers' Retirement System (TRS) and its representatives. Investigates, analyzes, reviews and audits vouchers, direct payments and the membership file to determine compliance with Teachers' Retirement System and Group Insurance Division policy and procedures. Reviews and resolves more difficult cases and discrepancies.

Agency Contact:

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

11/09/2017



Job Title: Correctional Lieutenant (Upward Mobility Target Title)
Agency: Corrections
Closing Date/Time: Wed. 11/22/17 4:00 PM Central Time
Salary: \$4,904.00 - \$7,396.00 monthly
Job Type: Full-Time
Location: Jefferson County, Illinois
Number of Vacancies: 1
Plan/BU: CU500
Bid ID#: IDOC-29-58-17-0302

Under general supervision of the Shift Commander, instructs and supervises Correctional Sergeants, Correctional Officers, and Correctional Officer Trainees; enforces and maintains discipline, safety, Security, maintenance, sanitary and custodial measures for the control of inmates; certifies compliance with Departmental Rules, Administrative Directives and 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). Institutional Policies; supervises staff.

11/09/2017



Job Title: **Correctional Sergeant - DIXON CC**
Agency: Corrections
Closing Date/Time: Wed. 11/22/17 4:00 PM Central Time
Salary: \$4,161.00 - \$6,139.00 monthly
Job Type: Full-Time
Location: Lee County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-93-17-8703**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

CONTACT:

Kathy Newstrand or Joyce Rogers
IDOC -Dixon Correctional Center
2600 N. Brinton Avenue
Dixon, IL 61021
PH: 815-288-5561 Ext. 2106 or 2108

11/09/2017



Job Title: **Correctional Sergeant - DIXON CC**
Agency: **Corrections**
Closing Date/Time: **Wed. 11/22/17 4:00 PM Central Time**
Salary: **\$4,161.00 - \$6,139.00 monthly**
Job Type: **Full-Time**
Location: **Lee County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-93-17-8703**

Under supervision of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker; assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

CONTACT:

Kathy Newstrand or Joyce Rogers
IDOC -Dixon Correctional Center
2600 N. Brinton Avenue
Dixon, IL 61021
PH: 815-288-5561 Ext. 2106 or 2108

11/09/2017



Job Title: **Storekeeper I**
Agency: Department of Innovation & Technology (DoIT)
Closing Date/Time: Wed. 11/08/17 5:00 PM Central Time
Salary: \$3,217.00 - \$4,529.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **DoIt #16735**

Under general supervision of the Asset Manager, coordinates physical inventory program; tracks, and monitors the Agency's Electronic Data Processing (EDP), network, data and voice communications equipment and enters, maintains and updates documentation of its movement and location, including various technical reports and asset/ inventory management systems and spreadsheets. Enforces compliance with the State Property Control Act.

Agency Contact:

Dept. of Innovation & Technology, Human Resources/Office of Recruitment & Selection
120 W Jefferson St, 3rd floor
Springfield, IL 62702
217-557-3337
217-524-6629 Fax

11/09/2017



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Thu. 11/16/17 5:00 PM Central Time
Salary: \$3,102.00 - \$4,344.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **RC009**
Bid ID#: **10-72-103615**

Under direction, serves as shift coordinator and lead worker to lower level dietary staff on assigned shift; coordinates Dietary activities such as food preparation, cleaning, receiving and storing of food items. Completes daily time sheets, schedules work assignments and prepares weekly delivery schedules of perishable supplies. Cooks and prepares food and serves meals for individuals served.

AGENCY CONTACT

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

11/09/2017



Job Title: **Support Service Coordinator I**
Agency: Human Services
Closing Date/Time: Thu. 11/09/17 4:00 PM Central Time
Salary: \$3,224.00 - \$4,530.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-81-103193**

This position provides direct supervision to the housekeepers in furnishing, cleaning and maintaining a therapeutic environment for the patients in the Forensic Treatment Program. This position also supervises the maintenance of proper inventory records; requisitions necessary furnishings, equipment, and supplies after consultation with supervisors

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

11/09/2017



Job Title: Support Service Worker
Agency: Human Services
Closing Date/Time: Mon. 11/20/17 5:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 10-83-102186

For an assigned area, sweeps, mops, scrubs, polishes and buffs floors, corridors, halls, living units, day treatment areas and offices. Vacuums carpets and furniture; washes windows, dusts and washes screens and window frames; spot cleans walls and ceilings; wipes surfaces of appliances, washers, dryers, stoves, refrigerators, etc,

Cynthia Newman
Phone: 217/786-6964
Fax: 217/786-7164

11/09/2017



Job Title: Support Service Worker - Environmental
Agency: Veterans Affairs
Closing Date/Time: Sat. 11/11/17 4:00 PM Central Time
Salary: \$2,700.00 - \$3,641.00 monthly
Job Type: Full-Time
Location: Adams County, Illinois
Number of Vacancies: 1
Plan/BU: RC009
Bid ID#: 34-120-18-065

Under direct supervision, performs routine housekeeping duties and assists in maintaining the cleanliness and sanitary environment of assigned building areas. Cleans all building interiors and equipment in assigned area. Cleans designated exterior areas such as walk ramps, docks, porches, furniture, and ash receptacles.

Apply To:
IL Veterans' Home
Human Resources Office
Phone: 217/222-8641 ext 217 and 204
Fax: 217/222-2961

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

11/09/2017



Job Title: **Teacher Of Barbering**
Agency: **Corrections**
Closing Date/Time: **Thu. 11/09/17 4:00 PM Central Time**
Salary: **\$5,174.00 - \$8,352.93 monthly**
Job Type: **Full-Time**
Location: **Will County, Illinois**
Number of Vacancies: **1**
Plan/BU: **PR000**
Bid ID#: **IDOC29-81-17-0002**

Under the general supervision of the Educational Facility Administrator (Public Service Administrator), provides occupational instruction in the Barbering trade. Applies Barbering skills and knowledge in curriculum development and application in all areas of the trade; maintains records of program objectives and student progress

CONTACT: Julie Cahill, Human Resources Representative - IDOC Stateville Correctional Center,
P.O. Box 112, Joliet, IL 60434
Phone: (815)727-3607
Fax: (815)727-0838
E-mail: julie.cahill@illinois.gov

11/09/2017



Job Title: **Technical Advisor II**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 11/15/17 11:59 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC010**
Bid ID#: **CJIA PSC-22-2017**

This position drafts legal grant boiler agreements, interagency agreements, users agreements, proposed bills, amendments, resolutions, rules and regulations. Reviews grant agreements prior to execution to ensure legal compliance and completion; collaborates with staff to create funding priorities and plans, and to develop specific notices of funding opportunities.

Please submit the following by e-mail to zina.smith@illinois.gov.

CMS-100 Application

Resume

Copy of current law license

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

11/09/2017



Job Title: Technical Manager IV - Grants Administrator (Unit A)
Agency: Transportation
Closing Date/Time: Wed. 11/08/17 4:30 PM Central Time
Salary: \$5,015.00 - \$7,085.00 monthly
Job Type: Full-Time
Location: Sangamon County, Illinois
Number of Vacancies: 1
Bid ID#: IPR#42309

This position is accountable for providing technical support to personnel in planning, processing and awarding a variety of transportation grants and Intergovernmental Agreements (IGAs). The incumbent assists departmental grant recipients by providing technical support related to grants and IGAs, awards, fiscal planning, and compliance monitoring for the Office of Planning and Programming and the Bureaus of Local Roads and Streets, and Design and Environment.

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 **Wednesday, November 8, 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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Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

11/09/2017



Job Title: **TM IV Workers' Compensation Manager**
Agency: **Transportation**
Closing Date/Time: **Mon. 11/20/17 4:30 PM Central Time**
Salary: **\$5,015.00 - \$7,085.00 monthly**
Job Type: **Full-Time**
Location: **Cook County, Illinois**
Number of Vacancies: **1**
Plan/BU: **PM-00**
Bid ID#: **IPR#42239**

This position is accountable for the supervision and performance of the activities encompassing compliance with the Workers' Compensation Act and those activities related to investigating employee accidents. Where injuries, treatment of injured employees, and the administration of the Workers' Compensation Act are concerned, the incumbent is responsible for ensuring that injured employees are treated consistently and equitably, while losses to the District are minimized by keeping related costs, lawsuits and claims to a minimum.

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 **Monday, November 20, 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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11/09/2017



Job Title: Clinical Psychologist
Agency: Corrections
Closing Date/Time: Mon. 11/20/17 4:00 PM Central Time
Salary: \$6,033.00 - \$9,268.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC063
Bid ID#: IDOC29-89-18-0022

Under general direction of the Assistant Warden (SPSA), makes clinical diagnoses and signs certificates of admission for patients, and/or involuntary and court ordered admission or transfers from the Department of Corrections to teh Department of Human Services

MAIL OR FAX APPLICATIONS:

Cathy Schaller, HR Representative
2848 W. McDonough St.
Joliet, IL 60436
FAX: 815-730-4401

11/09/2017



Job Title: Corrections Clerk I
Agency: Corrections
Closing Date/Time: Mon. 11/20/17 4:00 PM Central Time
Salary: \$3,673.00 - \$5,305.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: 1
Plan/BU: RC006
Bid ID#: IDOC29-89-18-0023

Under direct Supervision of the Assistant Warden (SPSA); serves as secretary for the Elgin Treatment Center; performs a variety of clerical duties; coordinates with Joliet Treatment Center regarding personnel paperwork to include timekeeping and payroll; maintains personnel files on site

WORK HOURS: 8 A.M. - 4 P.M., Monday - Friday
LOCATION: Elgin Treatment Center, 750 S. State St., Elgin, IL
MAIL OR FAX APPLICATIONS TO:
Cathy Schaller, HR Representative
2848 W. McDonough St.
Joliet, IL 60436
FAX: 815-730-4401

11/09/2017



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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
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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.

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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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