

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



Job Title:	Executive Secretary I - Opt 2 (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,371.00 - \$4,793.00 monthly
Job Type:	Full-Time
Location:	Henry County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDOC29-67-17-0005

Under direction of the Assistant Warden of Operations (SPSA)), serves as a secretary to the Assistant Warden of Programs and/or the Assistant Warden of Operations; independently performs administrative secretarial functions; keyboards correspondence, memoranda and reports; maintains files; orders office supplies; schedules tours.

CONTACT:	Shannon McDermott HR Rep
	Kewanee Life Skills Re-Entry Center
	2021 Kentville Rd.
	Kewanee, IL 61443
	309-852-4601 ext: 1013
	309-852-4617 Fax



Job Title:	Corrections Leisure Activities Specialist I
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,957.00 - \$5,854.00 monthly
Job Type:	Full-Time
Location:	Morgan County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	IDOC 29-94-17-0118

Under the direct supervision of the Corrections Leisure Activities Specialist IV, functions as the beginning professional level by providing direct delivery of professional leisure time activities for offenders, either individually or in groups.

Tena Vincent HR Representative Jacksonville Correctional Center 2268 E. Morton Avenue Jacksonville, Illinois 62650 (217) 245-1481 x 221 (telephone) (217) 243-7527 (fax)



Job Title:	Corrections Food Service Supervisor I (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,994.00 - \$5,867.00 monthly
Job Type:	Full-Time
Location:	Henry County, Illinois
Number of Vacancies:	1
Plan/BU:	RC006
Bid ID#:	IDOC29-67-17-0276

Under direct supervision of the Corrections Food Service Supervisor III, monitors offenders in the preparation and serving of food; maintains inventory records; enforces and maintains disciplinary, sanitary, security and custodial measures.

Contact:

Shannon McDermott HRR 2021 Kentville Rd. Kewanee, IL 61443 Phone: 309-852-4601 ext. 1013 Fax: 309-852-4617



Job Title:	Shift Supervisor
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$6,698.00 - \$9,894.00 monthly
Job Type:	Full-Time
Location:	Henry County, Illinois
Number of Vacancies:	1
Plan/BU:	VR704
Bid ID#:	IDOC29-67-17-0022

Under direction of the Assistant Warden of Operations, Sr. Public Service Adm., supervises and directs a security force in housing and custodial programs on an assigned shift; implements and maintains programs conductive to security and rehabilitative needs of offenders; conducts security investigations; verifies compliance of administrative and institutional directives and policies; prepares a variety of reports; implements policies and procedures; receives and approves Roster Master sheets for shift assignments.

AGENCY CONTACT: Shannon McDermott, HR Rep Kewanee Life Skills Re-Entry Center 2021 Kentville Rd Kewanee, IL 61443 (309)852-4601 ext. 1013 (309)852-4617 fax



Job Title:	Executive Secretary I - Opt 2 (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,371.00 - \$4,793.00 monthly
Job Type:	Full-Time
Location:	Clinton County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDOC29-92-17-0224

Under direction of the Assistant Warden of Operations (Senior Public Service Administrator), serves as a secretary to the Assistant Warden of Operations and the Assistant Warden of Programs; independently performs administrative secretarial functions; keyboards correspondence, memoranda and reports; maintains accurate files; functions as a secretary; orders office supplies; schedules tours.

CONTACT: Gina Feazel, Human Resources Representative IDOC/Centralia Correctional Center 9330 Shattuc Road, P.O. Box 1266 Centralia, IL 62801 Phone: (618) 533-4111, ext. 2250 Fax: (618) 533-4112



Job Title:	Switchboard Operator I (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$2,809.00 - \$3,879.00 monthly
Job Type:	Full-Time
Location:	Livingston County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDOC 29-85-17-0567

Under direct supervision, performs switchboard and communication services at the Pontiac Correctional Center, primarily involving responsibility for accuracy and speed in placing and answering calls, responds to non-technical inquiries; performs incidental clerical work; maintain files and logs.

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).



Job Title:	Office Administrator III - Opt 2 - RECORD OFFICE
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,371.00 - \$4,793.00 monthly
Job Type:	Full-Time
Location:	Henry County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDOC29-67-17-0249

Under direction of the Executive II in charge of hte Record Office, assists in implementing and establishing Record Office policies and procedures of the institution; directly responsible for the functions of the Offender 360 (O360) office; serves as working supervisor; evaluates staff performance and signing performance evaluations to ensure professional development of staff; monitors staff in the calculation of offender sentences; implements institutional policy changes.

CONTACT: Shannon McDermott, HRR 309-852-4601 Ext.1013 FAX: 309-852-4617



Job Title:	Educator - Opt E
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$4,248.00 - \$7,856.00 monthly
Job Type:	Full-Time
Location:	LaSalle County, Illinois
Number of Vacancies:	2
Plan/BU:	RC063
Bid ID#:	IDOC29-80-18-0165-0187

Under the general directions of the Public Service Administrator, instructs students' in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology. Prepares and executes and documents diagnostic test instruments geared to each students' abilities and needs. Administers testing on a follow-up basis to gauge the rate and scope of progress in maximizing the offenders' potential and meeting the educational and behavioral goals. Goal setting with the students, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student ; plan. Provide developmental, corrective, and supportive supervision.

LOCATION / AGENCY CONTACT: Sheridan Correctional Center Faith Ann DiRosa, Human Resources Representative 4017 E. 2603rd Road Sheridan, IL 60551 Ph: 815-496-2181 Fax: 815-496-2931



Job Title:	Social Worker II (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$4,821.00 - \$7,304.00 monthly
Job Type:	Full-Time
Location:	LaSalle County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	IDOC29-80-18-0014

Under general supervision of the Clinical Services Supervisor, conducts motivational interviews to complete a comprehensive assessment on assigned offenders and conducts periodic updates; identifies appropriate programming; participates in the orientation of new offenders; prepares and participates in the delivery of services for offenders; provides individual and group programming; provides guidance for offenders exhibiting complex personal problems or difficulty in adjustment and growth; independently counsels and guides offenders in the areas of pre and post release in preparation for reintegration into the community.

LOCATION / AGENCY CONTACT:

Sheridan Correctional Center Faith Ann DiRosa, Human Resources Representative 4017 E. 2603rd Road Sheridan, IL 60551 Ph: 815-496-2181 Fax: 815-496-2931



Job Title:	Administrative Assistant I - Opt M1
Agency:	Corrections
Salary:	\$4,338.00 - \$6,500.00 monthly
Job Type:	Full-Time
Location:	Logan County, Illinois
Number of Vacancies:	1
Plan/BU:	RC028
Bid ID#:	IDOC-29-95-17-7623

Under general direction of the Warden (SPSA), serves as assistant to Warden; researches, gathers information and independently performs special projects and studies; analyzes and interprets data; develops and prepares special reports; provides guidance and direction staff and offenders in resolving problems in the administrative office; coordinates audit assignments to assess and make recommendations for improvements based on system testing and analysis. Serves as liaison with facility management regarding the audits in assigned area. Develops summaries and reports on completed audits for Warden's review.

CONTACT: Kimberly Johnson, Human Resource Representative Lincoln, Correctional Center 1098 1350th Street Lincoln, IL 62656 (217) 735-5411 EXT. 207 (217) 735-5381 FAX



Job Title:	Accountant (Upward Mobility Target Title)
Agency:	Juvenile Justice
Closing Date/Time:	Tue. 12/05/17 4:00 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#:	IDJJ27-00-17-0016

Under general supervision of the Public Service Administrator (PSA), Budget Manager of the Illinois Department of Juvenile Justice (IDJJ), performs professional accounting work maintaining records and detailed ledgers on State and Federal grants. Assists in preparation of spending plans, monitoring expenditures and obligations; recommends and initiates budget adjustments;

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).



Job Title:	Social Worker II (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$4,821.00 - \$7,304.00 monthly
Job Type:	Full-Time
Location:	Jefferson County, Illinois
Number of Vacancies:	1
Plan/BU:	RC063
Bid ID#:	IDOC-29-58-17-0032A

Under general direction of the Clinical Services Supervisor, conducts motivational interviews to complete a comprehensive assessment on assigned offenders and conducts periodic updates; identifies appropriate programming; participates in the orientation of new offenders; prepares and participates in the delivery of services for offenders; provides individual and group programming; provides guidance for offenders exhibiting complex personal problems or difficulty in adjustment and growth; independently counsels and guides offenders in the areas of pre and post release in preparation for reintegration into the community

LOCATIONS:

IDOC-Big Muddy River Correctional Center 251 N. Illinois Hwy 37 Ina, IL 62846 **AGENCY CONTACT:** Linda Ellis, HR. Rep (618) 437-5300 Ext. 218



Job Title:	Terrorism Research Specialist Trainee
Agency:	State Police
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,647.00 - \$5,342.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	21-68-ISP17-205

Under immediate supervision of a Watch Officer, on an assigned shift, for a period of not less than six months and not to exceed 12 months, actively participates in an orientation, in-service workshops, and on-the-job training to develop and expand intelligence gathering and terrorism research skills. Answers calls from law enforcement agencies requesting intelligence information, researches and drafts a written report in response. Completes assignments of increasing difficulty which demonstrate the ability to complete timelines and compile analytical charts, diagrams, and maps that facilitate investigate efforts.

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



Job Title:	Terrorism Research Specialist I
Agency:	State Police
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$4,377.00 - \$6,581.00 monthly
Job Type:	Full-Time
Location:	Sangamon County, Illinois
Number of Vacancies:	2
Plan/BU:	RC062
Bid ID#:	21-68-ISP17-206

Under direct supervision of a Watch Officer, on an assigned shift, performs selected criminal intelligence casework and information sharing at a developmental level. Compiles, analyzes, and disseminates tactical information on terrorist individuals or entities, including domestic and international terrorist groups under investigation by the Illinois State Police or other local, state, or federal law enforcement agencies. Prepares selected reports and bulletins on assigned groups, their methods, and targets. Takes calls for information requests from law enforcement agencies, compiles information, and prepares reports of findings.

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



Job Title:	Corrections Clerk II
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,994.00 - \$5,955.00 monthly
Job Type:	Full-Time
Location:	Livingston County, Illinois
Number of Vacancies:	1
Plan/BU:	RC006
Bid ID#:	IDOC 29-85-17-0382

Under general supervision of the Executive II, (Record Office Supervisor), assigns and places offenders monitoring cell movement within various units of the facility; prepares and monitors planned moves; reviews job and program assignment capacities and collaborates with Assignment Officers and Offender Tracking System (OTS/0360) to ensure appropriate inmate placement.

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).



Job Title:	Public Service Administrator - Opt 6 - Forensic Program Director
Agency:	Human Services
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,116.00 - \$9,765.00 monthly
Job Type:	Full-Time
Location:	Kane County, Illinois
Number of Vacancies:	1
Plan/BU:	BBR
Bid ID#:	10-81-99057

Under direction of the hospital administrator this position is responsible for the administration of the Adult Forensic Units; Directly supervises and evaluates subordinate supervisory staff and indirectly supervises and evaluates all professional and paraprofessional direct care staff assigned to these units. Plans, organizes and administers ongoing Quality Assurance audits of program operations and clinical programming covering internal security procedures

CONTACT INFORMATION:

Human Resource Office Elgin Mental Health Center 750 S State St. Elgin, IL 60123 Phone: 847-742-1040, ext. 2095 Fax: 847-429-4933



Job Title:	Educator - Opt E
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$4,248.00 - \$7,856.00 monthly
Job Type:	Full-Time
Location:	LaSalle County, Illinois
Number of Vacancies:	2
Plan/BU:	RC063
Bid ID#:	IDOC29-80-18-0165-0187

Under the general directions of the Public Service Administrator, instructs students' in the assigned curriculum area using developmental teaching methods and techniques consistent with current teaching methodology. Prepares and executes and documents diagnostic test instruments geared to each students' abilities and needs. Administers testing on a follow-up basis to gauge the rate and scope of progress in maximizing the offenders' potential and meeting the educational and behavioral goals. Goal setting with the students, fellow teachers, administrators, and counselors as the result of evaluation and continuing interaction shall be a basis for directing the educational approach and formalizing the individual student ; plan. Provide developmental, corrective, and supportive supervision.

LOCATION / AGENCY CONTACT: Sheridan Correctional Center Faith Ann DiRosa, Human Resources Representative 4017 E. 2603rd Road Sheridan, IL 60551 Ph: 815-496-2181 Fax: 815-496-2931



Job Title:	Corrections Leisure Activities Specialist I
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,957.00 - \$5,854.00 monthly
Job Type:	Full-Time
Location:	Morgan County, Illinois
Number of Vacancies:	1
Plan/BU:	RC062
Bid ID#:	IDOC 29-94-17-0118

Under the direct supervision of the Corrections Leisure Activities Specialist IV, functions as the beginning professional level by providing direct delivery of professional leisure time activities for offenders, either individually or in groups.

Tena Vincent HR Representative Jacksonville Correctional Center 2268 E. Morton Avenue Jacksonville, Illinois 62650 (217) 245-1481 x 221 (telephone) (217) 243-7527 (fax)



Job Title:	Corrections Food Service Supervisor I (Upward Mobility Target Title)
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$3,994.00 - \$5,867.00 monthly
Job Type:	Full-Time
Location:	Henry County, Illinois
Number of Vacancies:	1
Plan/BU:	RC006
Bid ID#:	IDOC29-67-17-0276

Under direct supervision of the Corrections Food Service Supervisor III, monitors offenders in the preparation and serving of food; maintains inventory records; enforces and maintains disciplinary, sanitary, security and custodial measures.

Contact:

Shannon McDermott HRR 2021 Kentville Rd. Kewanee, IL 61443 Phone: 309-852-4601 ext. 1013 Fax: 309-852-4617



Job Title:	Office Assistant - Opt 2
Agency:	Corrections
Closing Date/Time:	Tue. 12/05/17 4:00 PM Central Time
Salary:	\$2,889.00 - \$4,016.00 monthly
Job Type:	Full-Time
Location:	Livingston County, Illinois
Number of Vacancies:	1
Plan/BU:	RC014
Bid ID#:	IDOC 29-85-17-0365

Under general supervision of the Corr Lieutenant, performs a variety of moderately difficult and varied typing and clerical support functions in the Adjustment Committee Office; maintains inmate disciplinary cards; provides assistance, typing, record processing, computer input, clerical and general office support.

WORK HOURS: 8:00AM-4:00PM MONDAY THROUGH FRIDAY WITH SATURDAY/SUNDAY OFF LOCATION/AGENCY: IDOC/PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN ST., PONTIAC, IL 61764. PHONE: 815/842-2816 EXT. 2407. FAX: 815/842-9079. CONTACT: ELAINE RENTZ, HR REPRESENTATIVE, PONTIAC CORRECTIONAL CENTER, 700 W. LINCOLN, PONTIAC, IL 61754. PHONE: 815/842-2816 EXT. 2407. FAX: 815/842-9079. 11/28/2017







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 <u>each</u> 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.



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 the13 referring agencies.
- Second Chance participants that are referred are required to be released from the following:
 - House arrest (wearing metal band/bracelet)
 - o 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?
 - o 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

JRTC Suite 4-500 100 W. Randolph Chicago II, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS Jobs Found at: https://www.illinois.gov/cms/Pages/default.aspx



- 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



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