



06/06/2020

Job Title: **Human Services Caseworker**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$4,054.00 - \$6,002.00 monthly
\$48,648.00 - \$72,024.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel.

Department of Human Services
Work locations throughout the state

Current employees - do not apply for continuous posting, only apply for postings with an office location of vacancy.

Non-State candidates - need to test at CMS for the **Social Services Career Trainee** the targeted title is Human Services Caseworker.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

For agency assistance contact dhs.recruitment@illinois.gov.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Human Services Caseworker - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$4,054.00 - \$6,002.00 monthly
\$48,648.00 - \$72,024.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field plus one year of professional casework or crisis intervention experience in a social services agency. Successful completion of agency-sponsored training program may be substituted for experience. Requires ability to travel. Requires ability to speak, write and read Spanish

Department of Human Services
Work locations throughout the state

Current employees - do not apply to continuous posting, only apply for postings with an office location listed for vacancy.

Non-State candidates - need to test at CMS for the **Social Services Career Trainee** the targeted title is Human Services Caseworker.

For testing information go to: <http://work.illinois.gov> (listed at the top of posting)

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06/06/2020

Job Title: **Juvenile Justice Specialist - Continuous**
Agency: Juvenile Justice
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-19 Continuous**

Requires a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science. Requires successful completion of an approved Department of Juvenile Justice training program. Candidate must be over the age of 21. Requires working knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors; requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns; requires working knowledge of rules and regulations and specific procedures for carrying out work assignments; requires knowledge of basic first aid and emergency response protocols in order to deal with emergency situations. Requires possession of an appropriate valid driver's license. Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances , and to provide physical intervention and control as necessary in order to protect and/or restrain individuals.

WORK HOURS; 24/Hr. Supervision - 3 Designated Shifts by Work Location. DAYS OFF - Vary.

LOCATION/AGENCY: Illinois Department of Juvenile Justice.

Click here for a listing of our facilities: <https://www2.illinois.gov/idjj/Pages/Facilities.aspx> or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030

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06/06/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**
Agency: Human Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **9**
Plan/BU: **RC023**
Bid ID#: **10/79-38131**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires license as a Registered Nurse in the State of Illinois. This class is included as an Upward Mobility Program, credential title. Requires working knowledge of set up, application, use and care of specialized medical equipment. Requires working knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to acquire maintain Cardiopulmonary Resuscitation (CPR) certificate. Requires ability to provide professional nursing care based on orders of the physician and the specific needs of the patient. Requires ability to evaluate patient condition and behavior and prepare accurate detailed records of such observations. Requires ability to apply emergency medical techniques such as CPR, control of bleeding, airway maintenance. Requires ability to instruct non-nursing professional in the proper practices and procedures of patient care. Requires ability to maintain security of the work area and comply with facility rules, regulations, policies and directives.

Anticipated Starting Salary - \$57,372 /yr to \$77,820/yr
Current Bargaining Unit Employees - CBA Language Applies
Full Bargaining Unit Range - \$57,372/yr to \$77,820/yr

CONTACT INFORMATION:

Summer Doxie
Human Resource Office
Chicago Read Mental Health Center
4200 N. Oak Park Avenue Chicago, IL 60634
fax 773-794-5583

Hours of work will be based upon operational needs and available shifts

0700-1500
1500-2300
2300-0700

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06/06/2020

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$10,441.00 - \$20,722.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **10-77-300-93771-4279**

Requires an Illinois license to practice medicine and American Board Certification in psychiatry; requires 2 years of substantive medical administrative experience in clinical psychiatric program direction, planning and evaluation; requires extensive knowledge of the principles of clinical administration, and various professional and non-professional health service disciplines. Requires ability to effectively communicate with a wide variety of people both verbally and in writing. Requires ability to train staff to develop techniques that evoke positive patient responses. Requires ability to identify most appropriate ability to pass CPR training; requires ability to physically restrain patients to prevent them from hurting themselves or others; requires ability to respond to facility-wide emergencies; requires ability to enable them to observe, monitor, and redirect patient behavior; requires ability to perform and deliver mouth to mask CPR and manual resuscitation.

Monday - Friday, 8:00AM to 4:30PM

Alton Mental Health Center
4500 College Ave.
Alton, IL 62002

Elton Arrindell
FAX: 618-474-5538

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Physician Specialist - Option C - Opt 18**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$12,727.00 - \$18,158.00 monthly
Job Type: Full-Time
Location: Madison County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-77-340-10-88-97389-4262**

Requires a valid Illinois license to practice medicine and American Board Certification in psychiatry. Requires ability to evaluate the quality of specialized medical care and treatment, and coordinate medical services with other professional disciplines and supportive personnel. Requires physical ability to conduct psychological exams of patients; requires physical ability to access all areas of hospital. Requires ability to communicate effectively both verbally and in writing. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Monday - Friday 0800 - 1630

Dr. Rupa Maitra, Acting Medical Director
Alton Mental Health Center
4500 College Avenue
Alton, IL 62002

Fax: (618) 474-3893

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices. Requires elementary knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to provide professional nursing care based on orders of the physician and specific needs of the patient. Requires ability to maintain security of the work and comply with all facility rules, regulations, policies and directives. Requires ability to adhere to detailed rules of conduct with regard to appropriate interaction with inmates or students.

Anticipated Starting Salary - \$56,232/year
Current bargaining unit employees - CBA language applies
Full bargaining unit range - \$56,232/year - \$76,908/year

WORK HOURS: 12 hour shifts 6:00 AM/6:00 PM alternating days off

WORK LOCATION/AGENCY CONTACT:

Cathy Beckway, HR Rep
IDOC Stateville Correctional Center
16830 S. Route 53
Crest Hill, IL 60403
Phone: (815) 727-3607 Ext. 6693
Fax: (815) 727-0838
Email: DOC.STA.Personnel@illinois.gov

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06/06/2020

Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-26403**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Corrections Treatment Officer**
Agency: Corrections
Salary: \$4,422.00 - \$6,593.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC006**
Bid ID#: **IDOC29-89-Continuous**

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections. Requires successful completion of an approved corrections treatment officer training program. Requires a valid driver's license and the ability to travel.

WORK HOURS: To be determined

LOCATION/AGENCY:

Joliet Treatment Center
2848 W. McDonough St.
Joliet, IL 60436

OR

Elgin Treatment Center
780 S. State St.
Elgin, IL 60123

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Automotive Mechanic - Opt 2 - INFORMATIONAL POSTING**
Agency: Transportation
Closing Date/Time: Continuous
Salary: \$4,239.00 - \$5,652.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **000**
Plan/BU: **RC451**
Bid ID#: **00000**

- Commercial Drivers License-Class "A" with appropriate endorsement.
- Experience necessary to qualify as a skilled mechanic.
- Extensive knowledge of mechanical hand tools and testing equipment.
- Requires knowledge, skill and mental development equivalent to the completion of four years of High School or coursework in Auto Mechanics or completion of an approved training course.
- Option 2 (Truck and Welding)

Agency Contact : Bureau of Personnel Management, 217/782-5594

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Public Service Administrator - Opt 1**
Agency: Human Services
Closing Date/Time: Tue. 06/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-82/117277**

Requires knowledge, skill and mental development equivalent to four years of college with course work in business or public administration. Requires three years progressively responsible administrative experience in a public or private organization.

8a - 4p
Mon - Fri
Business Office

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

Fax # 708-338-7078

Anticipated Starting Salary \$69,876/yr - \$91,715/yr
Full Salary Range \$37,392/yr - \$123,036/yr

This is a non-union title

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Public Service Administrator (R3) - Opt 1**
Agency: Criminal Justice Information Authority
Closing Date/Time: Fri. 06/12/20 11:59 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA 37015-07-2020**

Requires knowledge, skill, and mental development equivalent to completion of four years of college preferably with coursework in business of public administration; requires prior experience equivalent to three years of progressively responsible administrative experience in program planning, budgeting and/or grant management at a public or business organization; requires the ability to supervise staff; requires the ability to develop and manage a support agency program and to analyze administrative problems and adopt an effective course of action; requires excellent oral and written communication skills; requires the ability to communicate with diverse groups; requires proficiency in Microsoft Word and Excel; requires a valid driver's license and the ability to travel; prefer six years of professional experience in program planning in economic development, violence prevention services, re-entry services, youth development services, or

WORK HOURS:

8:30 am - 5:00 pm
1 unpaid lunch hour
Monday - Friday

WORK LOCATION:

Illinois Criminal Justice Information Authority
300 W. Adams Street, Suite 200
Chicago, Illinois 60606

Submit CMS100 and Bid form (**Bid Form is required only if you are a current or former State employee**) to Zina Smith:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.

For example: Public Service Administrator R3/John Doeivil legal aid.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Public Aid Eligibility Assistant**
Agency: Human Services
Closing Date/Time: Tue. 06/09/20 5:00 PM Central Time
Salary: \$3,004.00 - \$4,126.00 monthly
\$36,048.00 - \$49,512.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-22461**

Requires knowledge, skill and mental development equivalent to completion of high school and requires one year of clerical supportive experience in the Department of Human Services or equivalent training and experience.

8:30 am – 5:00 pm (M-F)

Stroger FCRC
1701 South 1st Ave., Suite 100
Maywood, IL 60153

Anticipated Started Salary Range – \$36,048 - \$49,512
Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

Agency Contact:

Bureau of Employee Services
Craig Meredith
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
FAX: 217-524-2116

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06/06/2020

Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Wed. 06/10/20 5:00 PM Central Time
Salary: \$4,292.00 - \$12,734.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **2079610-791984S**

Requires an MSW and four years of administrative child welfare experience or a master's degree in a related human services field, in business administration, or a juris doctorate, and five years of administrative child welfare experience; requires possession of a valid driver's license and ability to travel.

Anticipated Starting Salary: \$ 7916 – \$9166/Month
Salary Range: \$4,292 - \$12,734/Month

Work days & hours

Monday-Friday
8:30 AM -5:00 PM

Location:

DCFS
1911 S. Indiana
Chicago, Illinois 60616

Contact : Tracey Hardrick

Bureau Of Operations
2020 W. Roosevelt Rd., 2nd Flr.
Chicago, Illinois 60608
Phone:312-814-3775
Fax:312-814-1224
Email: Tracey.Hardrick@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Security Officer (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Fri. 06/12/20 5:00 PM Central Time
Salary: \$3,570.00 - \$4,987.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **4**
Plan/BU: **RC029**
Bid ID#: **10-79-22726-9**

Requires knowledge, skill and mental development equivalent to the completion of high school. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of specific proficiency tests and training programs. Requires working knowledge of facility security requirements and regulations, restraint procedures and techniques to control combative individuals. Requires ability to climb stairs, chase runaways and physically restrain and control individuals. Requires a valid Illinois driver's license.

Work Location:
Chicago Read Mental Health Center
4200 North Oak Park Ave
Chicago, IL

Work Hours TBD

Anticipated Starting Salary Range – \$3,570 to \$4,987 per month or \$42,840 to \$59,844 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please click here.

Agency Contact:
Bureau of Employee Services
Andrew Surratt
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Security Officer (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Mon. 06/15/20 5:00 PM Central Time
Salary: \$3,643.00 - \$4,665.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC029**
Bid ID#: **10-82-22558-9**

Under general supervision, performs safety property and protection services involving patients, employees, visitors and state property within the facility. Assists other unit staff in restraining and controlling combative or acting out patients. Takes actions allowed to apprehend uncooperative and potentially combative patients within policies and procedures. Enforces traffic rules and regulation of the facility. Communicates with patients, staff and other members of the community.

Work Location:
Madden Mental Health Center
1200 South First Avenue
Hines, IL

10:00 pm – 6:00 am with days off TBD once hired

Anticipated Starting Salary Range – \$3,570 to \$4,987 per month or \$42,840 to \$59,844 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

If this position requires an automated/skills test, candidates must take this test by the close of the posting period in order to receive a grade. For more information, please click here.

Agency Contact:
Bureau of Employee Services
Andrew Surratt
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

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06/06/2020

Job Title: **Research Analyst**
Agency: Criminal Justice Information Authority
Closing Date/Time: Fri. 06/12/20 5:00 PM Central Time
Salary: \$60,000.00 - \$62,500.00 annually
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **CJIA PSC-06-2020**

Requires Master's Degree in criminology, criminal justice, sociology, psychology, political science, or other related field. Requires at least one year's experience assisting with or conducting research projects that involve critically summarizing academic literature, developing and administering survey, interview, or other protocols, analyzing qualitative or quantitative data, and writing major findings. Ability to critical analyze, interpret, and effectively summarize research methods and findings published in academic journals; understanding of social science research methodologies; ability to develop research protocols that effectively measure key constructs and program activities; ability to analyze qualitative and quantitative data using statistical software when appropriate; and ability to summarize technical research findings in a manner that is accessible to lay persons.

Please apply by emailing a cover letter and resume to:

cja.hrdepartment@illinois.gov

Please type the title of the position in the e-mail subject line and your first and last name.

For example: Research Analyst/John Doe

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Rehabilitation Workshop Instructor I**
Agency: Human Services
Closing Date/Time: Fri. 06/12/20 5:00 PM Central Time
Salary: \$3,021.00 - \$4,186.00 monthly
\$36,252.00 - \$50,232.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **20**
Plan/BU: **RC009**
Bid ID#: **10-72-22690-22709**

Requires knowledge, skill and mental development equivalent to the completion of four years of high school. Requires one year experience in a rehabilitation workshop or related field. Requires elementary knowledge of individual behavior problems. Requires working knowledge of rehabilitation workshop operations. Requires working knowledge of tools and machinery common to rehabilitation workshops. Requires working knowledge of operations common to packing, assembly, and fabrication of small items. Requires ability to supervise work performance of a small group of individuals. Requires ability to teach elementary workshop tasks to individuals. Requires ability to inspect and control quantity of finished products and to record services rendered.

Work Location:
Ludeman DD Center
114 N Orchard
Park Forest, IL 60466

HOURS: 8:00 am - 4:30 pm
Anticipated Started Salary Range – \$36,252 - \$ 50,232

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.DDHiringUnit@illinois.gov

Include posting bidders names and bid ID # in subject line of email and on all applications when applying.

Agency Contact:
Bureau of Employee Services
Alice Schroeder
100 South Grand Ave East, 3rd floor
Springfield, IL 62762

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Rehabilitation Counselor Trainee - Opt V (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$3,874.00 - \$5,685.00 monthly
\$46,488.00 - \$68,220.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.

Spanish Speaking Option, SSV- Requires the ability to speak, read and write Spanish at a colloquial skill level.

Manual Communication Option, MCV - Requires the ability to pass the assessment for sign language at the advanced level.

Agency Contact:

Sherrie Bridges
Division of Rehabilitation Services
100 S. Grand Avenue East
Springfield, IL 62764
217-524-7550
Sherrie.Bridges@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Job Title: **Rehabilitation Counselor Trainee - Opt H (Upward Mobility Target Title)**
Agency: Human Services
Salary: \$3,874.00 - \$5,685.00 monthly
\$46,488.00 - \$68,220.00 annually
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **20**
Plan/BU: **RC062**
Bid ID#: **Continuous - Informational**

Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, social work, sociology, gerontology, nursing, or a closely related field. Requires ability to travel .

Spanish Speaking Option, SSH - Requires the ability to speak, read and write Spanish at a colloquial skill level.

Agency Contact:

Sherrie Bridges
Division of Rehabilitation Services
100 S. Grand Avenue East
Springfield, IL 62764
217-524-7550
Sherrie.Bridges@illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).



06/06/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. 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).