



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

07/14/2018



Job Title: **Underage Compliance Assistant**
Agency: Revenue
Closing Date/Time: Fri. 08/31/18 5:00 PM Central Time
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **21**
Bid ID#: **DOR 16449**

Under the direction and supervision of a Liquor Control Agent, alcohol compliance checks will be conducted at businesses licensed to sell alcohol by the State of Illinois. This is to ensure compliance with the Liquor Control Act, specifically, by determining if retail businesses are selling alcoholic products to persons under the age of 21.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-9925 Fax

07/14/2018



Job Title: **Staff Training Specialist**
Agency: Human Services
Closing Date/Time: Fri. 07/20/18 5:00 PM Central Time
Salary: \$3,174.00 - \$6,452.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-016**

Requires bachelor's or higher degree in a major such as social science, public administrator or related. Requires three or more years of related experience. Must have ability to be detail-oriented when following study procedures, excellent communications skills, ability to prioritize workload and carry out assignments with minimum supervision. Ability and willingness to travel extensively. Must have intermediate computer skills and be knowledgeable of Microsoft Word, Excel and PowerPoint.

Illinois Department of Human Services
Office of TANF Workforce Development
1308 W 105th Street
Chicago, IL

Applications should be emailed to:
Latanya Law-Fountain/Associate Director
Latanya.M.Law-Fountain@Illinois.gov

JRTC Suite 4-500 100 W. Randolph Chicago IL, 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>

07/14/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Fri. 07/20/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-106640**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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>

07/14/2018



Job Title: **Hearings Referee**
Agency: Employment Security
Closing Date/Time: Fri. 07/20/18 11:59 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **7**
Bid ID#: **RCRA12133**

Examines statutes and decisions of higher administrative tribunals and decisions of the court involving unemployment issuance. Meets standards for hearing and decision quality and for appeals promptness as established by the agency and federal guidelines. Performs specific legal research and participates on ad hoc agency committees and panels as directed. Participates in mandatory in-service training courses of curriculum within the agency or at remote sites as necessary. Conducts hearings at remote hearing sites. Travels on day trips or short-term overnight assignments to conduct hearings and / or to participate in seminars or meetings, as necessary.

All other applicants must follow the instructions below. PLEASE DO NOT SUBMIT YOUR APPLICATION TO THIS AGENCY.

Please note: FAXED APPLICATIONS & BIDS ARE NOT ACCEPTED

Testing & Grading questions can be directed to:
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

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

07/14/2018



Job Title: **Gaming Unit Supervisor, Option A**
Agency: Illinois Gaming Board
Closing Date/Time: Tue. 07/17/18 5:00 PM Central Time
Salary: \$7,323.00 - \$11,361.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 18396**

Requires ability to perform shift work including weekends and holidays. Requires ability to develop and manage a supportive agency program; analyze administrative problems and adopt an effective course of action; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Requires possession of an appropriate valid driver's license and ability to travel.

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

07/14/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 4:00 PM Central Time
Salary: \$19.10 - \$59.86 hourly
\$1,438.15 - \$4,506.92 biweekly
\$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-82/106382**

Requires licensure as a Registered Nurse in Illinois as well as graduation from an approved nursing education program with an Associate Degree or a Diploma in nursing and three years progressively responsible professional nursing experience, or a Bachelor's Degree in nursing and two years progressively responsible nursing experience or a Master's Degree in nursing. Requires extensive knowledge of professional nursing theory and practices in psychiatric and mental health nursing.

Valarie Laird/Personnel
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141-7000

Fax # 708-338-7078

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>

07/14/2018



Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-073**

This position will be responsible for updating case information using existing software on individual customers, such as citizenship, immigrant status, SSN's RIN's and other socio-economic elements to ensure tht conversion to the new integrated Eligibility System converts properly and provides accurate benefits to the appropriate individuals. The purpose of the PSC is to ensure that data cleanup is completed in the legacy system that will allow for a clean transition to IES at Lo-Live. Corrupt date creates case errors at cut-over that are eliminated or mitigates if information is updated prior. These actions require both policy knowledge of programs as well as proficiency in the legacy systems, ie, ACM, IPACS, to ensure the actions taken are accurate according to policy and in a manner that is successful using the system.

Applications should be emailed to:

Aida Sanchez
Local Office Administrator
Aida.Sanchez@illinois.gov

07/14/2018



Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-031**

The incorrect data jeopardizes the successful transition to IES at Go Live due to the data not matching data fields which creates benefit mismatches and will create problems for customers and much additional work for staff. The selected candidate will be able to begin work on the cleanup with little to no training.

Applications should be emailed to:

Angelique Wisler
Local Office Administrator
Angelique.Wisler@illinois.gov

07/14/2018



Job Title: **Juvenile Justice Youth and Family Specialist - Opt 1**
Agency: Juvenile Justice
Closing Date/Time: Thu. 07/19/18 5:00 PM Central Time
Salary: \$4,571.00 - \$6,878.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDJJ-2700-18-0013**

Under general supervision of the Juvenile Justice Youth & Family Specialist Supervisor, coordinates and manages an assigned caseload; counsels youth and family and provides support and guidance; communicates with institutional staff regarding youth needs and progress; monitors service provider's services to ensure compliance with contracts and agency requirements. Reviews documentation to determine family and youth eligibility for federal funding participation (FF); assists in reintegration planning for and direction/supervision of youth; enrolls youth in services, monitors progress, initiates interventions and makes recommendation for action including parole, revocations and discharge and authorizes custodial responses by providers for compliance with agency requirements.

Work Location: 1010 Dixie Highway, Suite 100, Chicago Heights, IL 60411

Agency Contact: Quierra Phillips, Human Resources Rep. – Aftercare, 2715 W. Monroe Street, Springfield, IL 62704; Quierra.C.Phillips@illinois.gov

07/14/2018



Job Title: **Mental Health Technician Trainee I**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 4:00 PM Central Time
Salary: \$2,577.00 - \$2,577.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-82/105886,87**

Under immediate supervision, for a period of time between 6-12 months receives training and performs beginning level duties in the care and treatment of patients who are mentally ill.

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

Fax 708-338-7078

07/14/2018



Job Title: **Mental Health Technician I or 2**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 4:00 PM Central Time
Salary: \$16.47 - \$22.98 hourly
\$2,865.00 - \$3,998.00 monthly
\$34,380.00 - \$47,976.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC009**
Bid ID#: **10-82/105886, 87**

Under direct supervision, provides personal care services and therapeutic activities for the treatment and rehabilitation of mentally ill patients. Assures that the living and service environment are maintained in a comfortable, attractive, safe and sanitary manner.

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

Fax# 708-338-7078

07/14/2018



Job Title: **Underage Compliance Assistant**
Agency: Revenue
Closing Date/Time: Fri. 08/31/18 5:00 PM Central Time
Salary: \$12.00 / Hour
Job Type: Temporary
Location: Statewide, Illinois
Number of Vacancies: **21**
Bid ID#: **DOR 16449**

Under the direction and supervision of a Liquor Control Agent, alcohol compliance checks will be conducted at businesses licensed to sell alcohol by the State of Illinois. This is to ensure compliance with the Liquor Control Act, specifically, by determining if retail businesses are selling alcoholic products to persons under the age of 21.

Agency Contact:

Illinois Department of Revenue – Human Resources
101 West Jefferson St., WIB Mail Code 5-110, Springfield, IL 62702
217-782-6239 Phone
217-782-9925 Fax

07/14/2018



Job Title: **Staff Training Specialist**
Agency: Human Services
Closing Date/Time: Fri. 07/20/18 5:00 PM Central Time
Salary: \$3,174.00 - \$6,452.00 monthly
Job Type: Temporary
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-016**

Requires bachelor's or higher degree in a major such as social science, public administrator or related. Requires three or more years of related experience. Must have ability to be detail-oriented when following study procedures, excellent communications skills, ability to prioritize workload and carry out assignments with minimum supervision. Ability and willingness to travel extensively. Must have intermediate computer skills and be knowledgeable of Microsoft Word, Excel and PowerPoint.

Illinois Department of Human Services
Office of TANF Workforce Development
1308 W 105th Street
Chicago, IL

Applications should be emailed to:
Latanya Law-Fountain/Associate Director
Latanya.M.Law-Fountain@Illinois.gov

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07/14/2018



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Salary: \$2,935.00 - \$4,065.00 monthly
\$35,220.00 - \$48,780.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-91-106640**

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff. Communicates in Spanish to those individuals who do not read or speak English.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
FAX: 217-524-2116

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07/14/2018



Job Title: **Hearings Referee**
Agency: Employment Security
Closing Date/Time: Fri. 07/20/18 11:59 PM Central Time
Salary: \$5,770.00 - \$8,873.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **7**
Bid ID#: **RCRA12133**

Examines statutes and decisions of higher administrative tribunals and decisions of the court involving unemployment issuance. Meets standards for hearing and decision quality and for appeals promptness as established by the agency and federal guidelines. Performs specific legal research and participates on ad hoc agency committees and panels as directed. Participates in mandatory in-service training courses of curriculum within the agency or at remote sites as necessary. Conducts hearings at remote hearing sites. Travels on day trips or short-term overnight assignments to conduct hearings and / or to participate in seminars or meetings, as necessary.

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07/14/2018



Job Title: **Gaming Unit Supervisor, Option A**
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Salary: \$7,323.00 - \$11,361.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IGB 18396**

Requires ability to perform shift work including weekends and holidays. Requires ability to develop and manage a supportive agency program; analyze administrative problems and adopt an effective course of action; exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures; develop and maintain cooperative working relationships. Requires possession of an appropriate valid driver's license and ability to travel.

Agency Contact:
Illinois Gaming Board, Human Resources
801 South 7th Street, Suite 400 South
Springfield, IL 62703
217-557-2821 Phone
217-524-1932 Fax OR Scan To: tammy.fink@igb.illinois.gov

07/14/2018



Job Title: **Public Service Administrator - Opt 8N**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 4:00 PM Central Time
Salary: \$19.10 - \$59.86 hourly
\$1,438.15 - \$4,506.92 biweekly
\$3,116.00 - \$9,765.00 monthly
\$37,392.00 - \$117,180.00 annually
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **GB063**
Bid ID#: **10-82/106382**

Requires licensure as a Registered Nurse in Illinois as well as graduation from an approved nursing education program with an Associate Degree or a Diploma in nursing and three years progressively responsible professional nursing experience, or a Bachelor's Degree in nursing and two years progressively responsible nursing experience or a Master's Degree in nursing. Requires extensive knowledge of professional nursing theory and practices in psychiatric and mental health nursing.

Valarie Laird/Personnel
Madden Mental Health Center
1200 S. First Avenue
Hines, IL. 60141-7000

Fax # 708-338-7078

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07/14/2018



Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-073**

This position will be responsible for updating case information using existing software on individual customers, such as citizenship, immigrant status, SSN's RIN's and other socio-economic elements to ensure tht conversion to the new integrated Eligibility System converts properly and provides accurate benefits to the appropriate individuals. The purpose of the PSC is to ensure that data cleanup is completed in the legacy system that will allow for a clean transition to IES at Lo-Live. Corrupt date creates case errors at cut-over that are eliminated or mitigates if information is updated prior. These actions require both policy knowledge of programs as well as proficiency in the legacy systems, ie, ACM, IPACS, to ensure the actions taken are accurate according to policy and in a manner that is successful using the system.

Applications should be emailed to:

Aida Sanchez
Local Office Administrator
Aida.Sanchez@illinois.gov

07/14/2018



Job Title: **Case Coordinator**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Exempt
Location: Cook County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 17-031**

The incorrect data jeopardizes the successful transition to IES at Go Live due to the data not matching data fields which creates benefit mismatches and will create problems for customers and much additional work for staff. The selected candidate will be able to begin work on the cleanup with little to no training.

Applications should be emailed to:

Angelique Wisler
Local Office Administrator
Angelique.Wisler@illinois.gov

07/14/2018



Job Title: **Senior Public Service Administrator - Opt 6**
Agency: Human Services
Closing Date/Time: Mon. 07/16/18 5:00 PM Central Time
Salary: \$4,295.00 - \$12,128.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-90-106542**

Subject to administrative approval serves as the Bureau Chief of the Bureau of Subsidy Management. Plans, develops, organizes, controls and manages Policy and Customer Service, Child Care Assistance Program Support, Contract Management and Program Support and Operations, Early Childhood Collaboration, Program Development and Quality Improvements, as well as Head Start. Develops and maintains ongoing communications with public and private organizations. Develops, recommends and implements policies and procedures pertaining to Child Care Service and Development programs.

Please forward applications to:
Hillary Vassmer
Bureau of Employee Services
100 South Grand Avenue East, 3rd Floor
Springfield, IL 62762
FAX: 217-524-3826
Hillary Vassmer@illinois.gov

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07/14/2018



CMS EMPLOYMENT

Testing is offered on easy to use touch screen computers. Applicants are allowed at least 90 minutes to answer the questions on automated tests. On tests with a larger number of questions or more complex questions (Human Resources Assistant & Associate; Data Processing Specialist & Administrative Specialist; Disability Claims Adjudicator Trainee; Insurance Analyst II; Revenue Tax Specialist Trainee; Social Services Career Trainee; Telecommunicate Trainee), more time is allowed to complete the exam.

Public use copiers are not available at the Assessment Centers. Therefore, it is important that applicants bring with them copies of their application for each title and test option for which they want to test.

Chicago Office:

**James R. Thompson Center
100 W. Randolph, Suite 3-300
Chicago, IL 60601-3220
(312) 793-3565 (voice)**

Illinois Relay Center 800) 526-0844

**MONDAY, TUESDAY, WEDNESDAY, THURSDAY ONLY -- Flexible
Schedule Testing Check in time for tests - clerical and non-clerical is anytime
between 8:00 a.m. - 1:30 p.m.**

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>



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.

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

07/14/2018



- Completion of all hiring documentation and application inserts
 - Training
- Participants are required to complete a (paid) safety training prior to reporting to assigned work location.
 - The overall performance and attendance/tardiness of each apprentice is scored.
- Supervisors and apprentices are required to review the scoring of the evaluations, solicit feedback and address any questions or concerns.
- Agencies provide individual case management on each apprentice and maintain periodic contact.

What happens when the participant successfully completes the program?

- Participants in good standing receive a certificate of completion and letter of reference from CTA.
- Providing there are no additional arrests or convictions on the participant's record, the Second Chance program participant is encouraged to apply for CTA vacancies.

Who can you call if you have questions?

If you still have questions about this program, you can contact the CTA Second Chance Hotline -

312-681-2293.