



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
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FAX: 217-557-4502

Chicago Austin * Oak Park * Riverside *
North Riverside * Brookfield * Berwyn *
Proviso Township * Forest Park * La
Grange * LaGrange Park * Western Springs

07/15/2018



Job Title: **Health Information Associate**
Agency: **Corrections**
Closing Date/Time: **Wed. 07/25/18 4:00 PM Central Time**
Salary: **\$3,250.00 - \$4,594.00 monthly**
Job Type: **Full-Time**
Location: **LaSalle County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **IDOC29-80-19-0301**

Under general supervision, maintains medical records, organizing and preparing medical and statistical records and reports; abstracts, analyzes and interprets medical records for summary and special reports. Participates in compiling, preparing and maintaining medical records and reports. Confirms all new offenders' admission medical records and Offender Tracking System forms are reviewed and correctly completed. Completes various medically related transactions including transfers, preparation of clinic and doctor passes

Monday through Friday 8:00 a.m. - 4:00 p.m.
Saturday / Sunday Off

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

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>

07/15/2018



Job Title: Environmental Protection Engineer I (Upward Mobility Target Title)
Agency: Environmental Protection Agency
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time
Salary: \$4,898.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: 2
Plan/BU: RC063
Bid ID#: 14-0096

Under direct supervision of the Peoria Regional Manager, Peoria Regional Office in the Field Operations Section, Division of Water Pollution Control, Bureau of Water, conducts livestock feeding facility surveys, stream pollution surveys of problems related to livestock waste discharges or agricultural chemical. Investigates citizen complaints of odors or pollution from livestock or agricultural chemical operations; prepares engineering reports of field inspections.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745

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

07/15/2018



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 07/26/18 4:30 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-80-18-67 / 106553**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI), Conference for Food Protection (CFP). Requires licensure as a dietitian nutritionist by the Department of Financial and Professional Regulation.* This class is included as an Upward Mobility Program credential title.

Location: Dietary Department
Hours: 8:00 AM - 4:30 PM
Days Out: Saturday & Sunday

Contact Person: Donna Patterson / Stacey Busby / Teresa Gibbs
PH: (618) 833-5161, ext. 2486 or 2222

07/15/2018



Job Title: **Educator - Opt B (Music Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Wed. 07/25/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0016**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in Music. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
1301 Concordia Ct.
Springfield, IL 62702
217-557-6010 ext. 4217
217-782-8916 - Fax

07/15/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 07/24/18 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: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-92-106687**

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. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

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07/15/2018



Job Title: **Human Services Casework Manager - Opt PO**
Agency: Human Services
Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-106710**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and write Polish at a colloquial skill level.

Contact Info:
Bureau of Employee Services
Amy Cook
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
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07/15/2018



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

Agency: Human Services

Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-91-106681**

Requires knowledge, skill and mental development equivalent to completion of two years secretarial or business college and one year secretarial experience or completion of high school and three years secretarial experience. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification. Requires the ability to type accurately at 55 wpm.

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Amy Cook
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07/15/2018



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

07/15/2018



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

07/15/2018



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

07/15/2018



Job Title: Office Assistant - Opt 2
Agency: Corrections
Closing Date/Time: Wed. 07/25/18 4:00 PM Central Time
Salary: \$2,889.00 - \$4,016.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: IDOC29-82-18-0369

Requires knowledge, skill and mental development equivalent to completion of high school and one year of related office experience; working knowledge of alpha-numeric sequencing; working knowledge of grammar, spelling and punctuation; working knowledge of basic mathematics; requires ability to type accurately at 35 wpm.

CONTACT: Liz Mullin, Human Resource Representative – IDOC Stateville Correctional Center.
P.O. Box 112, Joliet, IL 60434
Phone: (815) 727-3607 ext. 6693
Fax: (815) 727-0838

07/15/2018



Job Title: **Health Information Associate**
Agency: **Corrections**
Closing Date/Time: **Wed. 07/25/18 4:00 PM Central Time**
Salary: **\$3,250.00 - \$4,594.00 monthly**
Job Type: **Full-Time**
Location: **LaSalle County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **IDOC29-80-19-0301**

Under general supervision, maintains medical records, organizing and preparing medical and statistical records and reports; abstracts, analyzes and interprets medical records for summary and special reports. Participates in compiling, preparing and maintaining medical records and reports. Confirms all new offenders' admission medical records and Offender Tracking System forms are reviewed and correctly completed. Completes various medically related transactions including transfers, preparation of clinic and doctor passes

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07/15/2018



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Agency: Environmental Protection Agency
Closing Date/Time: Wed. 07/25/18 5:00 PM Central Time
Salary: \$4,898.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Peoria County, Illinois
Number of Vacancies: 2
Plan/BU: RC063
Bid ID#: 14-0096

Under direct supervision of the Peoria Regional Manager, Peoria Regional Office in the Field Operations Section, Division of Water Pollution Control, Bureau of Water, conducts livestock feeding facility surveys, stream pollution surveys of problems related to livestock waste discharges or agricultural chemical. Investigates citizen complaints of odors or pollution from livestock or agricultural chemical operations; prepares engineering reports of field inspections.

Contact: Kathy Taylor
IEPA
1021 North Grand Avenue East MC#37
PO Box 19276
Springfield IL 62794-9276
217/785-1745

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07/15/2018



Job Title: **Dietitian (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 07/26/18 4:30 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Union County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-80-18-67 / 106553**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in dietetics. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI), Conference for Food Protection (CFP). Requires licensure as a dietitian nutritionist by the Department of Financial and Professional Regulation.* This class is included as an Upward Mobility Program credential title.

Location: Dietary Department
Hours: 8:00 AM - 4:30 PM
Days Out: Saturday & Sunday

Contact Person: Donna Patterson / Stacey Busby / Teresa Gibbs
PH: (618) 833-5161, ext. 2486 or 2222

07/15/2018



Job Title: **Educator - Opt B (Music Teacher)**
Agency: Juvenile Justice
Closing Date/Time: Wed. 07/25/18 4:00 PM Central Time
Salary: \$4,311.00 - \$7,969.00 monthly
Job Type: Full-Time
Location: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **IDJJ27-10-18-0016**

Requires possession of a current and valid Illinois State Board of Education (ISBE) Professional Educator License (PEL) with a Middle Grade or Secondary Education endorsement in Music. Requires elementary knowledge of behavior modification principles. Requires ability to relate to students with extreme and profound emotional impairments.

Agency Contact:
Robert Huck
Public Safety Shared Services Center
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217-557-6010 ext. 4217
217-782-8916 - Fax

07/15/2018



Job Title: **Public Aid Eligibility Assistant - Opt SS**
Agency: Human Services
Closing Date/Time: Tue. 07/24/18 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: Kane County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-92-106687**

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. Requires ability to speak, read and write Spanish at a colloquial skill level.

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

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Job Title: **Human Services Casework Manager - Opt PO**
Agency: Human Services
Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-106710**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and write Polish at a colloquial skill level.

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Bureau of Employee Services
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Job Title: **Executive Secretary I - Opt 2 (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Tue. 07/24/18 5:00 PM Central Time

Salary: \$3,240.00 - \$4,592.00 monthly
\$38,880.00 - \$55,104.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC014**

Bid ID#: **10-91-106681**

Requires knowledge, skill and mental development equivalent to completion of two years secretarial or business college and one year secretarial experience or completion of high school and three years secretarial experience. Qualifying state employees in the employee Upward Mobility Program may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this classification. Requires the ability to type accurately at 55 wpm.

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07/15/2018



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

07/15/2018



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

07/15/2018



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
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Fax# 708-338-7078

07/15/2018



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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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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- 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.