



08/09/2020

Job Title: **Human Services Caseworker**  
Agency: Department of 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 b

**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](mailto: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).



08/09/2020

Job Title: **Juvenile Justice Specialist - Continuous**  
Agency: Department of 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](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Department of 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.

**CONTACT INFORMATION:**

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Human Services Caseworker - Opt SS**  
Agency: Department of 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 s  
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)

For agency assistance contact: [dhs.recruitment@illinois.gov](mailto:dhs.recruitment@illinois.gov)peak, write and read Spanish

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08/09/2020

Job Title: **Juvenile Justice Specialist - Continuous**  
Agency: Department of 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](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030

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08/09/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Department of 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.

**CONTACT INFORMATION:**

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

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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Medical Administrator II Option D - Opt 18**

Agency: Department of 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Registered Nurse I (Upward Mobility Target Title)**  
Agency: Department of Human Services  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **9**  
Plan/BU: **RC023**  
Bid ID#: **10-77-38131**

Requires licensure as a Registered Nurse in Illinois. 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 ability to provide direct nursing care to patients in an acute hospital setting. Requires moderate to heavy physical effort in lifting residents and the ability to interact with severely mentally handicapped individuals. Requires working knowledge of diversified professional nursing principles, concepts and practices. This class is included as an Upward Mobility Program credential title.

**Employment Contact:**

Alton Mental Health Center  
Office of Human Resources & Labor Relations  
Cedar Building  
4500 College Ave  
Alton, IL 62002  
Phone: 618-474-3253 or 52  
[elton.arrindell@illinois.gov](mailto:elton.arrindell@illinois.gov)  
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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).





08/09/2020

Job Title: **Registered Nurse II**  
Agency: Department of Human Services  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Madison County, Illinois  
Number of Vacancies: **9**  
Plan/BU: **RC023**  
Bid ID#: **10-77-38132**

Requires (a) graduation from an approved nursing education program resulting in an associate or diploma degree in nursing and two years of progressively responsible professional nursing experience or (b) a bachelor's degree in nursing and one year of professional nursing experience or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires extensive knowledge of professional nursing principles, procedures and theory. Requires extensive knowledge of pharmacology of commonly prescribed medicines and drugs and their therapeutic and possible adverse reactions. Requires ability to respond to and apply emergency medical techniques such as mouth to mask CPR, manual resuscitation, control of bleeding and airway maintenance. Requires ability to pass Crisis Prevention Intervention (CPI). Requires ability to develop and maintain harmonious working relationships with patient care staff. Requires ability to guide, motivate, orient and educate assigned patient care staff. Requires ability to present educational materials in a clear and concise manner. Requires ability to physically restrain patients to prevent them from hurting themselves or others and redirect their behavior. Requires ability to write clear and cohesive statements in clinical records. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

**Employment Contact:**

Alton Mental Health Center  
Office of Human Resources & Labor Relations  
Cedar Building  
4500 College Ave  
Alton, IL 62002  
Phone: 618-474-3253 or 52  
[elton.arrindell@illinois.gov](mailto:elton.arrindell@illinois.gov)  
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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Corrections Treatment Officer**  
Agency: Department of 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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Child Protection Specialist**  
Agency: Department of Children & Family Services  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: 2 Counties, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **Continuous**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; or requires a bachelor's degree in social work and one year of directly related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and two years of directly related professional experience; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education.

**This posting is for recruitment purposes and is intended for those currently not employed with DCFS**

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and preferably a legible copy of your Official college transcripts to [DCFS.Work4DCFS@illinois.gov](mailto:DCFS.Work4DCFS@illinois.gov)

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

**Additional Documentation for Child Protection Specialist:**

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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08/09/2020

Job Title: **NONCODE**

Job Title: **Social Services Career Trainee - Opt SS**

Agency: Human Services

Closing Date/Time: Continuous

Salary: \$3,371.00 - \$4,826.00 monthly  
\$40,452.00 - \$57,912.00 annually

Job Type: Full-Time

Location: Statewide, Illinois

Number of Vacancies: **20**

Plan/BU: **RC062**

Bid ID#: **CONTINUOUS - INFORMATIONAL**

Requires Bachdor's degree in psychology, sociology/anthropology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to speak, read and write Spanish at a colloquial skill level.

[Click Here for Applicant Information and Grading Procedures](#)

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08/09/2020

Job Title: **Social Services Career Trainee**  
Agency: Department of Human Services  
Closing Date/Time: Continuous  
Salary: \$3,347.00 - \$4,898.00 monthly  
\$40,164.00 - \$58,776.00 annually  
Job Type: Full-Time  
Location: Statewide, Illinois  
Number of Vacancies: **20**  
Plan/BU: **RC062**  
Bid ID#: **CONTINUOUS - Informational**

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

Candidates interested in the Social Services Career Trainee need to to take a written test at CMS.

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

For DHS assistance contract: [dhs.recruitment@illinois.gov](mailto:dhs.recruitment@illinois.gov)

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08/09/2020

Job Title: **Sex Offender Therapist I**  
Agency: Department of Corrections  
Closing Date/Time: Wed. 08/19/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **IDOC29-02-20-0805**

Requires possession of a master's degree in psychology, social work, counseling, marriage and family therapy or a closely related behavioral science degree from an accredited college or university, supplemented by one year of related professional experience counseling sex offenders. Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Sex Offender Management Board. Requires extensive knowledge of: the theories and assumptions underlying the field of sex offender treatment and evaluation; assessment and measurement techniques. Requires working knowledge of techniques and methods used in sex offender diagnostic evaluations, psychotherapy and research; department rules and regulations governing the field of sex offender evaluation and treatment. Requires ability to plan and design individual treatment programs for assigned recipients. Requires ability to work cooperatively and effectively with staff members, department recipients and their families. Requires ability to design individual treatment plans and implement them correctly. Requires ability to identify reliable individualized measures of client needs and progress. Requires ability to assess effectiveness of treatment plans, and make needed corrections. Requires ability to travel.

Agency Contact:  
Koley Scott  
Public Safety Services  
1301 Concordia Court  
Springfield, IL 62794  
Phone: 217-557-4522  
[koley.scott@illinois.gov](mailto:koley.scott@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

**Job Title:** Human Rights Investigator III - Opt SS  
**Agency:** Department of Children & Family Services  
**Closing Date/Time:** Wed. 08/19/20 5:00 PM Central Time  
**Salary:** \$4,716.00 - \$6,506.00 monthly  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 1  
**Plan/BU:** RC062  
**Bid ID#:** 2005003 - 051577

**Desired Qualifications:** Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in business, public or personnel administration, or social sciences; requires one year of professional experience as a Human Rights Investigator II; requires thorough knowledge of human rights issues; requires thorough knowledge of the methods and techniques of performing investigations and caseload management; requires ability to speak and write Spanish at a colloquial skill level; requires ability to travel, possession of a valid appropriate driver's license, access to an operating automobile, and proof of automobile insurance.

**Anticipated Starting Salary:** \$4,831.

**Contact:** Lorrie Coleman **Phone:** (312)814-1222 **Fax:** (312) 814-1224

**E-mail:** Lorrie.Coleman@illinois.gov

**Mailing Address:** 2020 Roosevelt Rd, Chicago, IL. 60608

**Location:** 1911 So. Indiana Chicago, Ill

**Working Hours:** M-F 08:30 AM - 05:00 PM

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).



08/09/2020

Job Title: Office Specialist - Opt 1 (Upward Mobility Target Title)  
Agency: Arts Council  
Closing Date/Time: Tue. 08/18/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: 1  
Plan/BU: RC028  
Bid ID#: 19

Requires knowledge, skill and mental development equivalent to the completion of two years of college and one year of secretarial business office experience or completion of high school and three years of office experience, or three years of independent business experience. Requires the ability to type 30 wpm. Requires the ability to prepare and maintain confidentiality and work well with others.

Miss Romie Munoz  
James R. Thompson Center (JRTC)  
Illinois Arts Council Agency (IACA)  
100 W. Randolph #10-500  
Chicago, IL 60601  
Work: 312-814-8250  
[Romie.Munoz@Illinois.gov](mailto:Romie.Munoz@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Arts Council Program Representative**  
Agency: Arts Council  
Closing Date/Time: Tue. 08/18/20 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County Zone 1, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **20 (240)**

Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in the fine arts, liberal arts, performing arts, humanities, or closely related field. Requires two years of professional promotion of the arts. Experience with and/or working knowledge of professional development and artistic resources for individual artists. Requires knowledge of the policies and procedures, and programs of the Illinois Arts Council Agency.

Requires traveling extensively throughout the state. Requires elementary knowledge of principles and practices of grants applications and monitoring. Prefers strong writing and computer skills needed for this position, such as MS Word, Excel, Access.

**Submit by E-mail or US Mail**

James R. Thompson Center (JRTC)  
Illinois Arts Council Agency (IACA)  
Romie Munoz  
100 W. Randolph #10-500  
Chicago, IL 60601  
Work: 312-814-8250  
[Romie.Munoz@Illinois.gov](mailto:Romie.Munoz@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

**Job Title:** Human Services Caseworker (Upward Mobility Target Title)  
**Agency:** Department of Human Services  
**Closing Date/Time:** Mon. 08/17/20 5:00 PM Central Time  
**Salary:** \$4,164.00 - \$6,128.00 monthly  
\$49,968.00 - \$73,536.00 annually  
**Job Type:** Full-Time  
**Location:** Cook County, Illinois  
**Number of Vacancies:** 2  
**Plan/BU:** RC062  
**Bid ID#:** 10-91-25126-27

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

**Agency Contact:**

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

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08/09/2020

Job Title: Office Coordinator - Opt 2  
Agency: Department of Children & Family Services  
Closing Date/Time: Tue. 08/18/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 2013058-131897

Requires knowledge, skill, and mental development equivalent to two years of secretarial/business college or completion of high school and two years of related office experience or two years of independent business experience; requires the ability to keyboard accurately at 30 wpm.

Work Location:  
Children & Family Services  
Licensing  
1911 S. Indiana  
Chicago, IL 60616  
Supervisor: Edie Washington (interim)

Contact:  
Name: Karen Wagner  
Address: 1911 S. Indiana, 9th FL, Chicago, IL 60616  
Phone: 312-328-2461  
E-mail DCFS.LicensingPersonnel@illinois.gov **(Preferred)**

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).



08/09/2020

Job Title: Meat & Poultry Inspector/Meat & Poultry Inspector Trainee  
Agency: Department of Agriculture  
Closing Date/Time: Tue. 08/18/20 5:00 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC029  
Bid ID#: IDOA 1934

Responsibilities as a Meat & Poultry Inspector Trainee:

Receives orientation, classroom instruction and on the job training in slaughter of meat and poultry and processing of meat and poultry products;

Acquires knowledge of techniques and procedures utilized in meat and poultry inspection to maintain state and federal standards;

Receives controlled assignments under the close supervision of veterinary and supervisory personnel.

Successfully completes the Employee Development Guide for processed food inspection and agency slaughter and processing.

**AGENCY CONTACT:**

Illinois Department of Agriculture  
Bureau of Human Resources  
P.O. Box 19281  
Springfield, IL 62794-9281  
(217)785-5099  
(217)557-5887 FAX  
[AGR.Humanresources@illinois.gov](mailto:AGR.Humanresources@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

Job Title: **Contractual Clinical Laboratory Technician**  
Agency: Department of Public Health  
Closing Date/Time: Continuous  
Salary: Depends on Qualifications  
Job Type: Temporary  
Location: Statewide, Illinois  
Number of Vacancies: **000**  
Bid ID#: **EM-20-0016**

Requires education and experience equivalent to an Associate's degree with courses in the life sciences, supplemented by two years laboratory experience or a Bachelor's degree in medical technology from a recognized college or university in one of the chemical, biological, or physical sciences, supplemented by on year professional clinical laboratory experience. Requires elementary knowledge of the principles and practices of chemistry, biology, physic and related sciences, or molecular testing experience, specifically Real-time PCR, is preferred. Requires working knowledge of laboratory procedures and techniques.

**Agency Contact:**

Office of Human Resources  
535 W. Jefferson St. 4th fl  
Springfield, IL 62761  
Phone: 217-785-2031  
Fax: 217-785-2038  
Email: [DPH.HRApplications@illinois.gov](mailto:DPH.HRApplications@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](http://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](mailto:Work4Illinois@Illinois.gov) or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



08/09/2020

### 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](mailto: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](mailto: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.

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