



08/21/2020

Job Title: Office Assistant - Opt 2
Agency: Department of Human Services
Closing Date/Time: Thu. 09/03/20 5:00 PM Central Time
Salary: \$2,934.00 - \$3,919.00 monthly
\$35,208.00 - \$47,028.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-25348

Requires knowledge, skill and mental development equivalent to completion of high school and one year of office related experience. Requires working knowledge of alpha-numeric sequencing; working knowledge of office procedures, practices, and ability to operate commonly used office equipment. Requires ability to type at 35 wpm.

Where to Apply:

Please email applications and bid forms to:

DHS.HiringUnit@illinois.gov

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

Agency Contact:

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

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).



08/21/2020

Job Title: **Support Service Coordinator I**
Agency: Department of Human Services
Closing Date/Time: Thu. 09/03/20 5:00 PM Central Time
Salary: \$3,266.00 - \$4,502.00 monthly
\$39,192.00 - \$54,024.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **10-72-25356**

Requires knowledge, skill and mental development equivalent to completion of high school.
Requires two years of experience, such as could be gained at the support service provider level in dietary.

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

HOURS: Monday - Friday 8:00 am - 4:30 pm

Anticipated Started Salary Range – \$39,192 - \$54,024

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.
Where to Apply: DHS.DDHiringUnit@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).



08/21/2020

Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Department of Human Services
Closing Date/Time: Thu. 09/03/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TG000**
Bid ID#: **10-82/25354**

Requires an Illinois license to practice medicine and American Board of Medical Specialties certification, or its equivalent, in a position related to psychiatry. Requires three years of substantive medical administration experience in the directing, planning and evaluating a medical/clinical or medical program. Requires the ability to attend and pass all mandatory training.

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

Fax# 708-338-7078

Non- Bargaining Salary

Anticipated Starting Salary \$200,000/yr - \$248,664/yr

Full Salary Range \$125,292/yr - \$261,096/yr

This position is not in the union

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08/21/2020

Job Title: **Social Worker III**
Agency: Department of Human Services
Closing Date/Time: Wed. 09/02/20 5:00 PM Central Time
Salary: \$5,100.00 - \$7,661.00 monthly
\$61,200.00 - \$91,932.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-25299**

Requires a master's degree in social work from a recognized college or university supplemented by two years of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled individuals. Requires licensure as a Clinical Social Worker by the Department of Professional Regulation. Requires the ability to serve in a leadership capacity to less experienced professional care staff. Requires ability to prepare complex written and oral reports. Requires the ability to carry out physical restraint procedures.

HOURS: Monday - Friday 8:00 am - 4:30 pm

Anticipated Started Salary Range – \$61,200 - \$91,932

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.
Where to Apply: DHS.DDHiringUnit@illinois.gov.

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08/21/2020

Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Wed. 09/02/20 5:00 PM Central Time
Salary: \$4,831.00 - \$7,244.00 monthly
\$57,972.00 - \$86,928.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-72-25301**

Requires a master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled individuals, Prefers licensure as a Clinical Social Worker by the Department of Professional Regulations. This class is included as an Upward Mobility Program credential title.

HOURS: Monday - Friday 8:00 am - 4:30 pm, including 1 late day a week, 1 weekend day every other month.

Anticipated Started Salary Range – \$57,972 - \$86,928

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@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).



08/21/2020

Job Title: **Human Resources Associate - Opt 2**
Agency: Department of Human Services
Closing Date/Time: Wed. 09/02/20 5:00 PM Central Time
Salary: \$3,409.00 - \$4,759.00 monthly
\$40,908.00 - \$57,108.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **10-72-25300**

Requires knowledge skill and mental development equivalent to completion of two years of college or satisfactory completion of an approved training program. Requires extensive knowledge of office practices, procedures, composition, grammar, spelling and punctuation. Requires working knowledge of human resources programs, rules and regulations. Requires ability to establish and develop written instructions and procedures. Requires the ability to keyboard accurately at a rate of 30 wpm.

HOURS: Monday - Friday 8:00 am - 4:30 pm

Anticipated Started Salary Range – \$40,908 - \$57,108

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies.

Where to Apply: DHS.DDHiringUnit@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).



08/21/2020

Job Title: **Child Protection Specialist**
Agency: Department of Children & Family Services
Closing Date/Time: Wed. 09/02/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **2091025-910018**

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.

Agency Contact: Tracey Hardrick
Mailing Address: 2020 W. Roosevelt Rd., Chicago, IL 60608
E-mail: Tracey.Hardrick@illinois.gov (**preferred**)
Phone: (312) 814-3775
Fax: (312) 814-1224

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).



08/21/2020

Job Title: **Public Service Administrator - Opt 2**
Agency: Department of Veterans' Affairs
Closing Date/Time: Tue. 09/01/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **BBR**
Bid ID#: **34-127-21-16**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires three years of progressively responsible administrative experience in a public or business organization. Requires extensive knowledge of public and business administration, principles and practices. Requires extensive knowledge of agency programs and service objectives, activities and operational systems. Requires extensive knowledge of staff utilization and employee motivation. Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards. Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures. Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services. Requires ability to develop and maintain cooperative working relationships. Prefers one year of experience with ERP/SAP accounting systems, Bid Buy and state government purchasing systems.

Apply To:
IDVA
Human Resources
833 S. Spring St.
Springfield, IL 62704
Ph: 217-785-7208
Fax: 217-557-7235

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).



08/21/2020

Job Title: Switchboard Operator I - Opt CH (Upward Mobility Target Title)
Agency: Department of Human Services
Closing Date/Time: Thu. 09/03/20 5:00 PM Central Time
Salary: \$2,854.00 - \$3,788.00 monthly
\$34,248.00 - \$45,456.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 10-91-25343

Requires knowledge, skill and mental development equivalent to completion of four years of high school. Requires working knowledge of switchboard operations and telephone etiquette. Requires elementary knowledge of public relations. Requires ability to communicate effectively in Chinese at the colloquial level.

Agency Contact:

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

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).



08/21/2020

Job Title: **Research Analyst**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 08/26/20 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-16-2020**

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 CMS100 application, 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

Be Sure to list your contact number on your contact number on your resume.
You can find the CMS100s on work.illinois.gov under the "Forms" tab

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).



08/21/2020

Job Title: **Revenue Tax Specialist III**
Agency: Department of Revenue
Closing Date/Time: Wed. 09/09/20 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#: **DOR 24871**

Requires a Bachelor's degree and seven years tax related experience, including completion of the Revenue Tax Specialist Trainee Program, and three years as a Revenue Tax Specialist II; or requires fifteen years of tax related experience, including completion of the Revenue Tax Specialist Trainee Program, and three years as a Revenue Tax Specialist II. Requires extensive knowledge of current Illinois and federal tax laws, rules and regulations. Requires thorough knowledge of files, procedural manuals and other materials utilized in the research and examination of tax returns. Requires extensive knowledge of tax accounting theory, computer systems, manual and automated office equipment and public relations concepts. Requires ability to detect noncompliance with Illinois State tax laws, computational, legal and/or technical errors. Requires ability to travel by car or the ability to utilize public transportation. Requires physical ability to perform duties enumerated above. Requires ability to lift and carry up to 25 pounds.

Agency Contact:

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

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).



08/21/2020

Job Title: **Health Information Associate**
Agency: Department of Human Services
Closing Date/Time: Wed. 09/02/20 5:00 PM Central Time
Salary: \$3,288.00 - \$4,562.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-82-25307**

Requires knowledge, skill and mental development equivalent to two years of college and one year of health related office experience or completion of high school and three years of health related office experience. Requires extensive knowledge of the principles and practices of health information records maintenance. Requires working knowledge of departmental codes and rules and regulations as related to health information records, of medical, psychological and psychiatric terminology, of federal and state statutes regarding confidentiality and release of information, of personal computers, hardware and software applications, of jurisprudence and state laws governing use of health information records in court actions. Requires ability to establish and maintain effective working relationships with staff, patients and the general public. Requires ability to analyze and interpret health information records.

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).



08/21/2020

Job Title: **Technical Advisor V Assistant Chief Counsel**
Agency: Department of Transportation
Closing Date/Time: Mon. 08/31/20 4:30 PM Central Time
Salary: \$5,745.00 - \$9,840.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **3**
Bid ID#: **IPR#44555**
Position Requirements:

Professional license to practice law in Illinois

Requires graduation from a recognized law school

Travel may be required

Technical Applications PM1080 (rev 8/23/19) must be received by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by 4:30 pm on the closing date listed above. Applications will not be accepted after this date and time.

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

A copy of each applicant's ACTIVE Illinois license to practice law must accompany application for this position.

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).



08/21/2020

Job Title: **Storekeeper I**
Agency: Department of Veterans' Affairs
Closing Date/Time: Thu. 08/27/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 2, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-13**

Requires knowledge, skill, and mental development equivalent to completion of four years high school. Requires one-year experience in the keeping of stores and stores records. Requires working knowledge of storeroom and warehouse methods, procedures, inventory record keeping and controls. Requires working knowledge of transportation agencies, shipment methods, and purchase and requisition procedures. Requires possession of a valid and appropriate driver's license, to include a CDL license. Requires ability to supervise and instruct others in stock handling duties. Requires ability to prepare stock records and reports. Requires ability to determine quality of goods against prescribed specifications. Requires ability to perform arduous labor. Prefers one year of experience with property control/inventory systems.

Submit Applications To:

IL Dept. of Veterans' Affairs

Attn: Sonia Gove

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235

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).



08/21/2020

Job Title: **Developmental Disabilities Evaluation Program Specialist (PSA Opt. 6H)**

Agency: **Illinois Council on Developmental Disabilities**

Closing Date/Time: **Sun. 08/30/20 11:59 PM Central Time**

Salary: **\$65,000.00 - \$85,000.00 annually**

Job Type: **Full-Time**

Location: **Cook County, Illinois**

Number of Vacancies: **1**

Plan/BU: **GB063**

Bid ID#: **37015-50-41-200-02-01**

POSITION OVERVIEW:

The mission of the Illinois Council on Developmental Disabilities (ICDD) is “We help lead change in Illinois so all people with developmental disabilities exercise their right to equal opportunity and freedom”. We are seeking to hire a Developmental Disabilities Evaluation Program Specialist who helps us achieve this mission by overseeing a portfolio of projects dedicated to individual and family advocacy and systems change. Additionally, the incumbent will be instrumental in assisting ICDD in implementing the goals and objectives within the 5-Year State Plan.

We are looking for you. That is, as long as you thrive in an innovative, forward thinking, energetic environment. We want systems change, individual and family advocacy, and self-advocates who lead the way. Individually, we are experts at what we do. Collectively, our impact is even greater. Become a part of our movement.

Previously submitted applications for open competitive list or a promotional list for this position will not be considered. Only applications submitted "ONLINE", during the posting period, will be considered in the filling of this position. Paper applications submitted for this position will not be processed and will be destroyed.

*****A RESUME IS REQUIRED FOR THIS JOB POSTING*****

Please attach a Resume/Curriculum Vitae (CV) to your application in the attachments. You will not be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

ESTIMATED HIRING TIMELINE:

Applicant notification of interview: 09/01/2020

Interviews will begin: 09/09/2020

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).



08/21/2020

Job Title: **Guardianship Representative**
Agency: Guardianship & Advocacy Commission
Closing Date/Time: Wed. 08/26/20 5:00 PM Central Time
Salary: \$4,361.00 - \$6,444.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **17710-50-70-121-10-03**

Requires a Bachelor's degree plus two years of professional experience in a social service area. Must successfully complete the National Guardianship Certification examination by the Center for Guardianship Certification within twelve months of employment. Requires ability to travel. May require working after hours and on weekends. Requires ability to travel. Requires possession of a valid drivers license. Requires working knowledge of guardianship practices and case management skills.

Shelly Boatman, HR Representative
Illinois Guardianship & Advocacy Commission
830 South Spring Street
Springfield, IL 62706
FAX # 217-785-0877

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).



08/21/2020

Job Title: **Staff Development Specialist I**
Agency: Department of Human Services
Closing Date/Time: Tue. 08/25/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-25236**

Under general supervision, serves as program trainer for Region 1 of Family and Community Services (FCS). Develops and implements training plans which assist local office professional and clerical staff in implementing current, new and revised welfare programs. Organizes the goals and objectives of the local office training program; conducts management and research studies of procedures and local office performance in relation to goal achievement and payment accuracy. Consults with local office supervisors in identification of training needs for the office as a whole, as well as individual employees; implements training portions of employee corrective action plans. Serves as a liaison with trainers at the regional, division and agency level in integral ion of training goals. Travels in performance of duties.

Where to Apply:

DHS.HiringUnit@illinois.gov

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

Agency Contact:

Bureau of Employee Services
Krissie Buss
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).



08/21/2020

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

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 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).



08/21/2020

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

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08/21/2020

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.govpeak, write and read Spanish

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08/21/2020

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

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08/21/2020

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.

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