



State Representative La Shawn K. Ford

DAILY JOB LISTINGS



Springfield Office
239-E Stratton Office Building
Springfield, IL 62706
TEL: 217-782-5962
FAX: 217-557-4502

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

10/20/18



Job Title: **Social Services Career Trainee - Opt MC**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,371.00 - \$4,826.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10 41 SSCT MC**

Under direct supervision, receives formal and informal orientation in the principles, techniques, procedures and policies related to the rehabilitation of persons w/disabilities. Receives info on DHS as well as community services and supports available to persons w/disabilities

8:30-5:00pm

Location: Varies Statewide in Division of Rehabilitation Services.

Contact: Bureau of Employee Services

100 S. Grand Ave. East, 3rd Floor

Springfield, IL 62762

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS WWW.LASHAWNFOR.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFOR.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS

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

10/20/18



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Requires Bachelor's degree in psychology, sociology, anthropology, social welfare or equivalent educational attainment in related field of social sciences.

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).

10/20/18



Job Title: **Child Protection Specialist - Opt SS**
Agency: Children & Family Services
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **0**
Plan/BU: **RC062**
Bid ID#: **Cook Inv. 2017 (Bilingual)**

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.

Tracey Hardrick
Bureau of Operations
2020 W. Roosevelt, 2th Floor
Chicago, Illinois 60608
Phone: 312-814-3775
Fax: 312-814-1224
Email: Tracey.Hardrick@illinois.gov

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

10/20/18



Job Title: **Human Services Caseworker - Opt SS**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,891.00 - \$5,797.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **J-HCD Continuous**

Under direction, performs professional casework activities in providing public assistance services available from DHS as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs.

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).

10/20/18



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth

Applicants should complete the electronic applicant data form at the link provided below; applications will only be accepted on-line. Questions can be directed to Marna.Goodman@illinois.gov, Chief of Professional Development and Training.

10/20/18



Job Title: **Social Services Career Trainee**
Agency: Human Services
Closing Date/Time: Continuous
Salary: \$3,305.00 - \$4,731.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **1**
Bid ID#: **K-HCD Continuous**

Under direct supervision, receives on the job training for a period for six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Aid to Families with Dependent Children including earned income cases, Medical Assistance No Grant (MANG) including spend down cases, Aid to the Aged, Blind, and Disabled (AABD), Group Care, Food Stamps or other cases

Work hours: 8:30 am – 5:00 pm
DHS, HCD, Family Community Resource Centers Statewide
For a list of local office addresses
[DHS, HCD, Family Community Resource Centers](#)

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>

10/20/18



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

Under immediate supervision and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on the job training, while performing beginning level professional duties. Assist in the supervision of the daily activities of youth; Interacts with youth

Illinois Department of Juvenile Justice
217-557-1030 x3008

10/20/18



Job Title: **Corrections Nurse Trainee**
Agency: Corrections
Salary: \$4,617.00 - \$6,314.00 monthly
Job Type: Full-Time
Location: Will County, Illinois
Number of Vacancies: **6**
Plan/BU: **RC023**
Bid ID#: **IDOC29-82-17-1108**

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a registered nurse in the State of Illinois. Requires current cardiopulmonary resuscitation certification. Requires elementary knowledge of diversified professional nursing principles, concepts and practices.

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

10/20/18



Job Title: **Veterans Nursing Assistant - Certified (Upward Mobility Target Title)**
Agency: **Veterans Affairs**
Closing Date/Time: **Continuous**
Salary: **\$3,116.00 - \$3,964.00 monthly**
Job Type: **Full-Time**
Location: **Adams County, Illinois**
Number of Vacancies: **1**
Plan/BU: **RC009**
Bid ID#: **34-30-13-Cont. 5**

Job Title: **Mental Health Technician Trainee/Mental Health Technician I**
Agency: **Human Services**
Closing Date/Time: **Thu. 09/20/18 5:00 PM Central Time**

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10/20/18



Salary: \$2,577.00 - \$3,779.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: 04
Plan/BU: RC009
Bid ID#: 10-72-107194-107197

MENTAL HEALTH TECHNICIAN 1 Requires knowledge skill and mental equivalent to completion of high school. Requires successful completion of a comprehensive training program at the Mental Health Technician Trainee level.

Alice Chambers
Human Resources Representative
Elisabeth Ludeman Center
Park Forest, IL 60466
Phone: 708-283-3014
Fax: 708-283-3017

10/20/18



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813059-130097

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

CONTACT:
Karen Wagner
Karen.A.Wagner@illinois.gov
DCFS Licensing
1911 S. Indiana, 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321

10/20/18



Job Title: **Social Worker IV**
Agency: Human Services
Closing Date/Time: Thu. 09/20/18 4:30 PM Central Time
Salary: \$5,441.00 - \$8,689.00 monthly
Job Type: Temporary
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 19-013**

Requires licensure from the State of Illinois as a Clinical Social Worker. Requires physical ability to conduct interviews and to access various work sites throughout the hospital. Requires the ability to effectively communicate with a wide variety of people both verbally and in writing. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Dr. Rod Hoebet
Alton Mental Health Center
4500 College Ave
Alton, IL 62002
(618)474-3473

10/20/18



Job Title: **Senior Public Service Administrator - Opt 6 (Clinical Services Director)**

Agency: Human Services

Closing Date/Time: Fri. 09/28/18 4:00 PM Central Time

Salary: \$4,295.00 - \$12,128.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **1**

Plan/BU: **TA000**

Bid ID#: **10-72-107423**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in social or human services field. Prefers a Master's Degree in Social Work or Psychology or a related field such as Behavioral Analysis. Requires four years progressively responsible administrative experience in a Mental Health or Developmental Disabilities organization. Requires thorough knowledge of behavior analysis principles. Requires thorough knowledge of Federal, State and Private Accrediting guidelines concerning habilitation programs for individuals who have a developmental disability. Requires thorough knowledge of training methods.

Agency Contact:
Kerri Bresley, HR/LR Administrator
SODC Operations
1120 Washington Ave
Dixon, IL 61021
Phone ~ (815)288-8345
Fax ~ (815)288-8321

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

10/20/18



Job Title: **Veterans Service Officer**
Agency: Veterans Affairs
Closing Date/Time: Fri. 09/21/18 3:00 PM Central Time
Salary: \$3,647.00 - \$5,342.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **34-115-19-06**

Requires knowledge, skill and mental development equivalent to two years of college. Requires one year of experience in sales, public relations, welfare work or any other type of work involving extensive public contact. Requires knowledge of benefits and services available to veterans. Requires ability to establish and maintain effective working relationships with veterans, their dependents, community organizations and other agencies. Requires the ability to explain federal and state veterans legislation to employees and the public; and the ability to analyze and interpret military, social and medical records in terms of establishing entitlement to Veterans' Administration benefits.

Renee Dougherty
Human Resources
833 South Spring Street
Springfield, IL 62704
Phone: (217) 785-1788
Fax: (217) 557-7235

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10/20/18



Job Title: **Public Service Administrator - Opt 8N**
Agency: Human Services
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$3,116.00 - \$9,765.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **GB063**
Bid ID#: **10-72-107275**

Requires knowledge, skill and mental abilities equivalent to completion of four years of college with course work in nursing services and three years progressively responsible experience. Requires a Registered Nurse (RN) license for the State of Illinois.

Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
114 N. orchard Drive
Park Forest, IL 60466
Phone: 708-283-3014
Fax: 708-283-3017

10/20/18



Job Title: **Public Service Administrator - Opt 6**
Agency: Public Health
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$5,293.00 - \$7,197.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **IDPH 44-19-0032**

Requires knowledge, skill and mental development equivalent to completion of four years college, preferably with courses in health care. Requires prior experience equivalent to three years of progressively responsible administrative experience in a health care program with experience in long-term care facilities rules and regulations (federal and state); requires a valid driver's license and must be able to travel.

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

10/20/18



Job Title: Office Associate - Opt 2
Agency: Children & Family Services
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813064-130463

Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience; requires ability to type accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

Karen Wagner
Karen.A.Wagner@illinois.gov
DCFS Licensing
1911 S. Indiana, 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321

10/20/18



Job Title: **Mental Health Technician Trainee/Mental Health Technician I**
Agency: Human Services
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$2,577.00 - \$3,779.00 monthly
Job Type: Full-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **04**
Plan/BU: **RC009**
Bid ID#: **10-72-107194-107197**

MENTAL HEALTH TECHNICIAN 1 Requires knowledge skill and mental equivalent to completion of high school. Requires successful completion of a comprehensive training program at the Mental Health Technician Trainee level.

Alice Chambers
Human Resources Representative
Elisabeth Ludeman Center
Park Forest, IL 60466
Phone: 708-283-3014
Fax: 708-283-3017

10/20/18



Job Title: **Office Associate - Opt 2**
Agency: Children & Family Services
Closing Date/Time: Thu. 09/20/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **1813059-130097**

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; requires the ability to keyboard accurately at 45 wpm; requires a working knowledge of legal, social, and medical terminology.

CONTACT:
Karen Wagner
Karen.A.Wagner@illinois.gov
DCFS Licensing
1911 S. Indiana, 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321

10/20/18



Job Title: **Social Worker IV**
Agency: Human Services
Closing Date/Time: Thu. 09/20/18 4:30 PM Central Time
Salary: \$5,441.00 - \$8,689.00 monthly
Job Type: Temporary
Location: Madison County, Illinois
Number of Vacancies: **1**
Bid ID#: **PSC 19-013**

Requires licensure from the State of Illinois as a Clinical Social Worker. Requires physical ability to conduct interviews and to access various work sites throughout the hospital. Requires the ability to effectively communicate with a wide variety of people both verbally and in writing. Requires ability to identify most appropriate positive treatment regime and carry out that treatment in accordance with best practice and behavior modification.

Dr. Rod Hoebet
Alton Mental Health Center
4500 College Ave
Alton, IL 62002
(618)474-3473

10/20/18



Job Title: **Juvenile Justice Specialist Intern - Upward Mobility**
Agency: Juvenile Justice
Salary: \$3,994.00 - \$5,867.00 monthly
Job Type: Full-Time
Location: Statewide, Illinois
Number of Vacancies: **00**
Bid ID#: **DJJ27-09 Continuous**

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. Requires possession of an appropriate valid driver's license.

[Click for a list of statewide facilities and addresses](#) or visit our website at www.IDJJ.state.il.us

Illinois Department of Juvenile Justice
217-557-1030 x3008

10/20/18



Job Title: **Child Protection Specialist**
Agency: Children & Family Services
Closing Date/Time: Mon. 10/01/18 5:00 PM Central Time
Salary: \$4,377.00 - \$6,581.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **1847042-479513**

Under direction of the team supervisor, receives and investigates reports of child abuse and neglect within mandated time limits; assesses immediate safety of children and initiates appropriate levels of protection needed; conducts home evaluations, observing family situations relating to allegations of abuse and neglect

Agency Contact: Tracey Hardrick, Personnel Liaison
Bureau of Operations - Cook
2020 W Roosevelt, 2nd Fl
Chicago, IL 60608

Phone: 312-814-3775 **Fax:** 312-814-1224 **Email:** Tracey.Hardrick@illinois.gov

10/20/18



Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**

Agency: Children & Family Services

Closing Date/Time: Mon. 10/01/18 5:00 PM Central Time

Salary: \$4,476.00 - \$6,124.00 monthly

Job Type: Full-Time

Location: DuPage County, Illinois

Number of Vacancies: **1**

Plan/BU: **RC063**

Bid ID#: **1813065-139801**

Under supervision, conducts initial licensing studies and re-licensing reviews of day care centers and homes to determine eligibility for licensing or re-licensing; conducts preliminary reviews of the files of day centers and homes; conducts on-site inspection; initiates re-licensing activity

Karen Wagner
1911 S Indiana Ave., 9th floor
Chicago, IL 60616
Phone: 312-328-2461
Fax: 312-328-2321
Email: DCFS.LicensingPersonnel@illinois.gov (email preferred)

10/20/18



Job Title: Office Associate - Opt SS2
Agency: Children & Family Services
Closing Date/Time: Mon. 10/01/18 5:00 PM Central Time
Salary: \$2,935.00 - \$4,065.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: 1
Plan/BU: RC014
Bid ID#: 1813067-130416

Under direction of the supervisor, performs a variety of complex, specialized clerical support services involving case file maintenance, typing, records processing, and other office support functions; translates and interprets, both orally and in writing, for Spanish speaking clients.

Karen Wagner
DCFS.LicensingPersonnel@illinois.gov (emailing preferred)DCFS Licensing
1911 S. Indiana, 9th Floor
Chicago, Illinois 60616
Phone: 312-328-2461
Fax: 312-328-2321

10/20/18



Job Title: **Lottery Sales Representative**
Agency: Illinois Lottery
Closing Date/Time: Mon. 10/01/18 5:00 PM Central Time
Salary: \$3,969.00 - \$5,913.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **LOT 18986**

Under direction, promotes and markets Lottery activities and acquires new Lottery retailers within Territory 107 which encompasses the Northwest Side of Chicago; delivers promotional material to sales retailers

Illinois Lottery
101 West Jefferson St., WIB Mail Code 3-970
Springfield, IL 62702
217-524-5382
217-785-7839 Fax

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219
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10/20/18



Job Title: **Public Service Administrator - Opt 6**
Agency: Children & Family Services
Closing Date/Time: Mon. 10/01/18 5:00 PM Central Time
Salary: \$6,141.00 - \$9,472.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **1849066-491427**

Under administrative direction of the Area Administrator, serves as Permanency Team Supervisor; plans, supervises, reviews, and coordinates the activities of a team of professional caseworkers engaged in providing child welfare services to children and families

Tracey Hardrick
2020 W.Roosevelt Rd., 2nd flr.
CHICAGO, IL 60608
Phone: 312/814-3775
FAX: 312/814-1224
Email: Tracey.Hardrick@[illinois.gov](mailto:Tracey.Hardrick@illinois.gov)

10/20/18



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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