



**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

09/15/2018



Job Title: **Maintenance Worker**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$4,440.00 - \$5,920.00 monthly  
\$53,280.00 - \$71,040.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **HR001**  
Bid ID#: **10-72-107353**

Under immediate supervision of the Center Director, performs a variety of manual semi-skilled work in the maintenance and upkeep of Ludeman Developmental Center buildings, campus and equipment; operates facility equipment, building and mechanical systems.

Requires no formal education. Requires 6 months experience performing a variety of semi-skilled manual tasks in the maintenance of highways, buildings, grounds' waterways or related fields.

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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORDCOM](http://WWW.LASHAWNFORDCOM) EMAIL JOB LEADS TO [WORKFORCE@LASHAWNFORDCOM](mailto:WORKFORCE@LASHAWNFORDCOM) PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS  
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

09/15/2018



Job Title: **Clinical Laboratory Phlebotomist**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-72-107314**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same .

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Andrew Reagan  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
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FAX: 217-524-2116

09/15/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly  
\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **10-72-107354-55**

Under general administrative direction. serves as a Qualified Intellectual Disabilities Professional (QIDP)/ Team Leader of Inter-disciplinary (ID) Team meetings with caseloads; integrates, coordinates and monitors Individual Program Plans: counts data to determine clinical needs and uses data to support clinical changes; provides guidance and direction to teams; provides program compliance assessments and other habilitation services. Travels in the performance of duties.

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09/15/2018



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-107349

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

*Bureau of Employee Services  
Brandon Bax  
100 South Grand Ave East, 3rd floor  
Springfield, IL 62762  
217-557-0347  
FAX: 217-524-2116*

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



09/15/2018



Job Title: Residential Services Supervisor (Upward Mobility Target Title)

Agency: Human Services

Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time

Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: 10-72-107344

Requires working knowledge of the behaviors and problems of individuals. with physical disabilities. Requires general knowledge of the methods and procedures of supervision. Requires working knowledge of household management, including cleaning, food service and supplies. Requires ability to communicate effectively orally and in writing. Requires the ability to assess operational needs and delegate staff appropriately. Requires ability to supervise staff effectively.

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

09/15/2018



Job Title: **Storekeeper I**  
Agency: Human Services  
Closing Date/Time: Tue. 09/18/18 5:00 PM Central Time  
Salary: \$3,217.00 - \$4,529.00 monthly  
\$38,604.00 - \$54,348.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-10-106245**

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 the ability to lift over 50 lbs.

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

09/15/2018



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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09/15/2018



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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09/15/2018



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

09/15/2018



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](mailto:DPH.HRApplications@illinois.gov)

09/15/2018



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

09/15/2018



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



09/15/2018



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

09/15/2018



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

09/15/2018



Job Title: **Clinical Laboratory Phlebotomist**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$2,782.00 - \$3,781.00 monthly  
\$33,384.00 - \$45,372.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC009**  
Bid ID#: **10-72-107314**

Requires education and experience equivalent to completion of high school, supplemented by one year's experience in the practice of phlebotomy. Requires the ability to obtain blood samples in a calm, comforting manner from a patient who often is in an agitated, fearful state. Requires the ability to maintain equipment in a sterile environment. Requires the ability to package specimens in such a manner as to verify the safe transportation of the same .

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

09/15/2018



Job Title: **Habilitation Program Coordinator (Upward Mobility Target Title)**

Agency: Human Services

Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time

Salary: \$4,159.00 - \$6,218.00 monthly  
\$49,908.00 - \$74,616.00 annually

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: **2**

Plan/BU: **RC062**

Bid ID#: **10-72-107354-55**

Under general administrative direction. serves as a Qualified Intellectual Disabilities Professional (QIDP)/ Team Leader of Inter-disciplinary (ID) Team meetings with caseloads; integrates, coordinates and monitors Individual Program Plans: counts data to determine clinical needs and uses data to support clinical changes; provides guidance and direction to teams; provides program compliance assessments and other habilitation services. Travels in the performance of duties.

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09/15/2018



Job Title: Office Associate - Opt 2  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$2,935.00 - \$4,065.00 monthly  
\$35,220.00 - \$48,780.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC014  
Bid ID#: 10-91-107349

Requires knowledge, skill and mental development equivalent to the completion of high school and two years of office experience. Requires extensive knowledge of composition, grammar, spelling, punctuation and working knowledge of basic mathematics; requires ability to operate automated office equipment and personal computer. Requires the ability to type accurately at 45 wpm. Requires ability to understand medical and legal terminology.

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Brandon Bax  
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09/15/2018



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-72-107344

Requires working knowledge of the behaviors and problems of individuals. with physical disabilities. Requires general knowledge of the methods and procedures of supervision. Requires working knowledge of household management, including cleaning, food service and supplies. Requires ability to communicate effectively orally and in writing. Requires the ability to assess operational needs and delegate staff appropriately. Requires ability to supervise staff effectively.

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09/15/2018



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](http://www.IDJJ.state.il.us)

Illinois Department of Juvenile Justice  
217-557-1030 x3008

09/15/2018



Job Title: **Storekeeper I**  
Agency: Human Services  
Closing Date/Time: Tue. 09/18/18 5:00 PM Central Time  
Salary: \$3,217.00 - \$4,529.00 monthly  
\$38,604.00 - \$54,348.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC014**  
Bid ID#: **10-10-106245**

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 the ability to lift over 50 lbs.

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

09/15/2018



Job Title: **Maintenance Worker**  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$4,440.00 - \$5,920.00 monthly  
\$53,280.00 - \$71,040.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **HR001**  
Bid ID#: **10-72-107353**

Requires no formal education. Requires 6 months experience performing a variety of semi-skilled manual tasks in the maintenance of highways, buildings, grounds' waterways or related fields.

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

09/15/2018



Job Title: Residential Services Supervisor (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 09/17/18 5:00 PM Central Time  
Salary: \$3,792.00 - \$5,601.00 monthly  
\$45,504.00 - \$67,212.00 annually  
Job Type: Full-Time  
Location: Cook County, Illinois  
Number of Vacancies: 1  
Plan/BU: RC062  
Bid ID#: 10-72-107343

Requires knowledge, skill and mental development equivalent to an Associate of Arts Degree, with course work in the health and human services fields, plus two years direct care experience in a mental health/rehabilitation residential care setting, or requires two years resident care supervisory experience in a mental health/rehabilitation residential care setting. Requires thorough knowledge of recipient treatment and care policies and procedures. Requires working knowledge of the causes, nature and treatment of mental illness, developmental disabilities and the methods and techniques employed in recipient care; development and rehabilitation.

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09/15/2018



Job Title: **Budgeting for Results Program Analyst**  
Agency: Office of Management and Budget  
Closing Date/Time: Sat. 09/15/18 11:59 PM Central Time  
Salary: Depends on Qualifications  
Job Type: Exempt  
Location: Sangamon County, Illinois  
Number of Vacancies: **1**  
Bid ID#: **407-2**

Master's degree candidate in program evaluation, public administration, economics, or equivalent field, plus 1-2 years in practical experience is preferred. Undergraduate degree holders with sufficient practical experience may be considered.

**Attention Personnel:**

603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

09/15/2018



## CMS EMPLOYMENT

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

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

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

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

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