



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

09/17/2018



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

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

09/17/2018



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

09/17/2018



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

09/17/2018



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

09/17/2018



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

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09/17/2018



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

09/17/2018



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

09/17/2018



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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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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09/17/2018



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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09/17/2018



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Agency: Human Services

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Plan/BU: **RC062**

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Bid ID#: 10-91-107349

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Brandon Bax
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09/17/2018



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

09/17/2018



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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09/17/2018



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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.

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09/17/2018



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

09/17/2018



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

09/17/2018



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

09/17/2018



Job Title: **Mental Health Technician Trainee/Mental Health Technician I**

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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.

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Andrew Reagan
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217-557-0347
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09/17/2018



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

Agency: **Human Services**

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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.

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.LASHAWNFORD.COM EMAIL JOB LEADS TO WORKFORCE@LASHAWNFORD.COM PLEASE FEEL FREE TO FORWARD JOB LEADS TO OTHERS
Jobs Found at: <https://www.illinois.gov/cms/Pages/default.aspx>

09/17/2018



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

Illinois Department of Juvenile Justice
217-557-1030 x3008

09/17/2018



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

09/17/2018



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

09/17/2018



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.

Contact Info:
Bureau of Employee Services
Andrew Reagan
100 South Grand Ave East, 3rd floor
Springfield, IL 62762
217-557-0347
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09/17/2018



CMS EMPLOYMENT

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

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

Chicago Office:

James R. Thompson Center

100 W. Randolph, Suite 3-300

Chicago, IL 60601-3220

(312) 793-3565 (voice)

Illinois Relay Center 800) 526-0844

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

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

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