



**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

09/18/2018



Job Title: **Veterans Employment Representative I - Opt 2**  
Agency: Employment Security  
Closing Date/Time: Mon. 10/01/18 11:59 PM Central Time  
Salary: \$3,647.00 - \$5,342.00 monthly  
Job Type: Full-Time  
Location: Will County, Illinois  
Number of Vacancies: **1**  
Plan/BU: **RC062**  
Bid ID#: **RCRA 12174**

Under general supervision, functions primarily as a Disabled Veteran's Outreach Program (DVOP) specialist for an assigned area, providing intensive services to eligible veterans as defined by Title 38, Chapter 41.

Testing & Grading questions can be directed to:  
CMS - 312-793-3565 (Chicago) or 217-524-1321 (Springfield)

09/18/2018



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#: **1849067-495521**

Under direction of the team supervisor, receives and investigates reports of physical and sexual abuse and neglect reported by mandated and other sources; assesses immediate safety and risk factors of involved children and takes necessary protection action

**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](mailto:Tracey.Hardrick@illinois.gov)

09/18/2018



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](mailto:Tracey.Hardrick@illinois.gov)

09/18/2018



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)



09/18/2018



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

09/18/2018



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

09/18/2018



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)

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



09/18/2018



Job Title: Social Worker II - Opt SS (Upward Mobility Target Title)  
Agency: Human Services  
Closing Date/Time: Mon. 10/01/18 4:00 PM Central Time  
Salary: \$4,821.00 - \$7,304.00 monthly  
Job Type: Full-Time  
Location: Kane County, Illinois  
Number of Vacancies: 2  
Plan/BU: RC063  
Bid ID#: 10-81-107378-107379

This position performs duties within the scope of this classification utilizing bilingual skill (Spanish) on a facility-wide basis; serves as an interpreter for Spanish speaking patients and/or their families on a facility-wide basis.

Human Resource Office  
Elgin Mental Health Center  
750 S. State St., Elgin, IL 60123  
Phone: 847-742-1040, Ext. 2095; Fax: 847-429-4933

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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09/18/2018



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](mailto:Tracey.Hardrick@illinois.gov)

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09/18/2018



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

JRTC Suite 4-500 100 W. Randolph Chicago IL, 60601-3219  
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09/18/2018



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

09/18/2018



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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09/18/2018



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

09/18/2018



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

09/18/2018



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.

Contact Info:  
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FAX: 217-524-2116

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09/18/2018



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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09/18/2018



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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09/18/2018



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

09/18/2018



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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09/18/2018



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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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100 South Grand Ave East, 3rd floor  
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09/18/2018



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>

09/18/2018



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



09/18/2018



## 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

Phone: (312) 814-2141 SIGN UP FOR DAILY JOB LEADS [WWW.LASHAWNFORD.COM](http://WWW.LASHAWNFORD.COM) EMAIL JOB LEADS TO  
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