



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

09/30/2018



Job Title: **Social Service Program Planner III**
Agency: Human Services
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time
Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-40-107614**

Under general direction of the Manager, serves as a substance abuse clinical expert. Provides clinical expertise in the performance of complex technical tasks in relation to the design and implementation of the monitoring process for the purpose of licensure, certification and contract compliance of substance abuse provider.

Bureau of Employee Services
Kelly Kindred
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>

09/30/2018



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Salary: \$4,873.00 - \$7,392.00 monthly
\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-40-107613**

Requires knowledge, skill and mental development equivalent to completion of four years college supplemented by a Master's degree plus one year progressively responsible professional experience in licensure/certification activities of substance abuse treatment delivery within SUPR agencies. Requires knowledge of DHS/SUPR programs. Requires ability to travel.

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09/30/2018



Job Title: **Medical Administrator II Option D - Opt 05**
Agency: Human Services
Closing Date/Time: Fri. 10/05/18 5:00 PM Central Time
Salary: \$10,441.00 - \$18,498.00 monthly
Job Type: Part-Time
Location: Cook County Zone 3, Illinois
Number of Vacancies: **01**
Plan/BU: **TA000**
Bid ID#: **10-72-107564**

Requires an Illinois license to practice medicine and American Specialty Board Certification, or its equivalent, in family practice. Requires three years of substantive medical administrative experience in medical/clinical or medical programs direction, planning and evaluation. Requires ability to supervise and coordinate staff and activities of other professional disciplines. Requires ability to develop and maintain effective working relationships with various professional disciplines

AGENCY CONTACT:
Alice M. Chambers
Human Resources Representative
Elisabeth Ludeman Center
Phone: 708-283-3014
Fax: 708-283-3017
email: alice.chambers@illinois.gov

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09/30/2018



Job Title: Office Associate - Opt 2
Agency: Employment Security
Closing Date/Time: Fri. 10/05/18 11:59 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#: RCRA 12175

Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience; extensive knowledge of IDES office practices, procedures and programs. Requires ability to operate commonly used manual and automated office equipment, including a PC with related software such as Microsoft Word, Excel, Outlook, Access, the internet and the Illinois Benefit Information System. Requires extensive knowledge of composition, grammar, spelling and punctuation, including legal terminology. Requires the ability to work within short time frames; make decisions independently; work with and maintain confidentiality of documents and case information; and the ability to type accurately at 45 wpm.

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

09/30/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/107074**

Under general supervision of the Associate Director of Social Work, performs highly responsible and complex professional social work services on the day shift. Performs initial assessment of persons requesting mental health services either by phone or in person, provides consultation to community agencies, other professionals and families concerning mental health services for persons in crisis and makes referral to appropriate community services when admission is not indicated.

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

Fax# 708-338-7078

09/30/2018



Job Title: **Activity Therapist (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$3,792.00 - \$5,601.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-82/106402**

Under general supervision of the activity therapy supervisor is responsible for planning, interviewing, instructing and evaluating facility wide activity programs. Responsible for all ordering of supplies, inventory control of supplies compliant with county health regulations. Assists with other activity programs as needed.

Valarie Laird/Human Resources
Madden Mental Health Center
1200 S. First Ave
Hines, IL. 60141
Fax (708) 338-7078

09/30/2018



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\$58,476.00 - \$88,704.00 annually
Job Type: Full-Time
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Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-40-107614**

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

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09/30/2018



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; processes instant ticket returns and maintains Lottery retailers' instant game inventory; assists Private Manager in festivals, fairs and mall promotional events; maintains a variety of records and compiles and prepares reports; coordinates new equipment installations with on-line vendor staff; attends and participates in sales meetings.

Agency Contact:
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
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>

09/30/2018



Job Title: **Human Services Sign Language Interpreter**
Agency: Human Services
Closing Date/Time: Tue. 10/02/18 4:59 PM Central Time
Salary: \$4,059.00 - \$5,503.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10.79-107180**

Under general supervision of the Unit Director of Deaf and Hard of Hearing Services, serves as an interpreter for the deaf and hearing impaired clients during intake, clinical reviews, individual groups, family counseling and discharge planning; provides interpreting services for hearing and hearing impaired state employees. Signs for individuals who are deaf/hard of hearing.

Days Mon-Fri

CONTACT INFORMATION:

Summer Doxie

Human Resource Office

Chicago Read Mental Health Center

4200 N. Oak Park Avenue Chicago, IL 60634

fax 773-794-5583

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

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09/30/2018



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

09/30/2018



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

09/30/2018



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

09/30/2018



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)

09/30/2018



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

09/30/2018



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

09/30/2018



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)

09/30/2018



Job Title: **Administrative Assistant I - Opt SS**
Agency: Central Management Services
Closing Date/Time: Thu. 10/04/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **CMS 19008**

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in public or business administration. Requires one year of professional experience in a public or private organization, or completion of an agency approved professional management training program. Requires an appropriate, valid driver's license and the ability to travel. Requires the ability to read, speak and write Spanish at a colloquial level.

Agency Contact:

CMS Internal Personnel/HR/Hiring
401 S. Spring Street, Room 414
Springfield, IL 62706
217-558-3093
217-558-5943 Fax

09/30/2018



Job Title: **Medical Administrator II Option D - Opt 18**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$10,441.00 - \$20,722.00 monthly
\$125,292.00 - \$248,664.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **TA000**
Bid ID#: **10-82/106401**

Under administrative direction of the Hospital Administrator, serves as the Medical Director with total responsibility for the planning, staff and administration, evaluation of medical care rehabilitation and medical treatment programs and services for the facility; plans, coordinates and directs all Clinical Services.

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

Fax# 708-338-7078

09/30/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/107074**

Under general supervision of the Associate Director of Social Work, performs highly responsible and complex professional social work services on the day shift. Performs initial assessment of persons requesting mental health services either by phone or in person, provides consultation to community agencies, other professionals and families concerning mental health services for persons in crisis and makes referral to appropriate community services when admission is not indicated.

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

Fax# 708-338-7078

09/30/2018



Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Human Services
Closing Date/Time: Thu. 10/04/18 4:00 PM Central Time
Salary: \$4,612.00 - \$6,990.00 monthly
Job Type: Full-Time
Location: Cook County Zone 4, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **10-82/107074**

Under general supervision of the Associate Director of Social Work, performs highly responsible and complex professional social work services on the day shift. Performs initial assessment of persons requesting mental health services either by phone or in person, provides consultation to community agencies, other professionals and families concerning mental health services for persons in crisis and makes referral to appropriate community services when admission is not indicated.

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

Fax# 708-338-7078

09/30/2018



Job Title: **Child Welfare Specialist (Upward Mobility Target Title)**
Agency: Children & Family Services
Closing Date/Time: Wed. 10/03/18 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: **RC063**
Bid ID#: **1849069-490487**

Under general supervision of the Intact Services Team Supervisor, provides experienced, short term, intense child welfare casework services to intact families in high risk categories; reviews and evaluates safety and risk factors impacting child safety so that children may remain at home; arranges appropriate short term safety plans and develops an assessment of parents' service needs; develops and completes service plans; provides follow up to parents and families to ensure appropriate linkages have been made with service providers

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

09/30/2018



Job Title: **Administrative Assistant I**
Agency: Criminal Justice Information Authority
Closing Date/Time: Wed. 10/03/18 5:00 PM Central Time
Salary: \$4,159.00 - \$6,218.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **CJIA 00501-11-2018**

Under general direction, performs a variety of highly responsible administrative office support functions for the VOCA/VAWA/BJA/State Appropriation Program Administration section of the Federal & State Grants Unit (FGSU) and the Executive Staff; establishes and maintains official and confidential correspondence and reports; assembles documentation and independently compiles data and prepares complex reports; establishes and maintains effective public relations; and researches information and develops special reports. Conducts highly confidential research; coordinates special projects; compiles, analyzes, and interprets findings; informs administrative staff of Executive Director's instructions; composes complex letters, reports, and meeting minutes involving legal and technical terminology

Dawn English
Human Resources
Illinois Criminal Justice Information Authority
300 West Adams, Ste 200
Chicago, IL 60606
dawn.english@illinois.gov

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09/30/2018



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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