

**State of Illinois  
Department of Central Management Services  
Bureau of Personnel  
Springfield, Illinois 62706**

**Supplementary Examination Announcement**

**CHILD WELFARE SPECIALIST - 07218**

Monthly Salary Range: \$4623 - \$6325

Regular Test - No Option      Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: A Child Welfare Specialist performs a variety of professional casework/case management functions in the Department of Children and Family Services related to the welfare of children who are subject to child abuse and/or neglect or in need of child welfare services. Duties are performed in an independent manner with only problem cases being referred to the MSW-qualified supervisor or Child Welfare Advanced Specialist for assistance. Cases carried by an incumbent in this class cover the entire spectrum of difficulty, from routine through complex. A Child Welfare Specialist functioning as a: Casework specialist, conducts interviews with clients and other professional personnel to obtain the necessary information for an assessment of the conditions, needs, and issues to engage the clients in the development of specific service plans; Resources worker, identifies service resource needs; Adoptions specialist, performs experienced professional adoptive services involving the application of social work principles and theory in the diagnosis and treatment of children and adults, particularly concentrating on the formulation of permanent plans for children with emphasis on adoption planning; Specialist in the Shelter Care Program, assesses the needs, behaviors and desires of children in shelter care; Member of Licensing, completes detailed, in-depth licensing studies of assigned care facilities (e.g., child welfare agencies, group homes, foster homes, adoptive homes); Worker in the State Central Registry, provides telephone coverage of a State-wide toll free number for reporting cases of alleged child abuse and/or neglect; may perform duties equivalent to those listed above, but in a specialized unit (e.g., Service Coordination, Emergency Reception Center, Chicago Services Project, Adoptive Family Development). A Child Welfare Specialist also participates in and completes agency-sponsored training program.

Applicants meeting these stated requirements will receive a grade in the highest category:

Training and Experience: 1) Preferably requires a master's degree in social work from an accredited college or university with a program approved by the Council on Social Work Education; or 2) Requires a master's degree from an accredited college or university in a related human service field such as social work, psychology, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services plus one year of directly related professional casework/case management experience related to family preservation, family reunification, adoption, youth development, counseling and advocacy, or a related field; or 3) Requires a bachelor's degree in social work from an accredited college or university with a program approved by the Council on Social Work Education plus one year of directly related professional casework/case management experience related to family preservation, family reunification, adoption, youth development, counseling and advocacy, or a related field; or 4) Requires a bachelor's degree from an accredited college or university in a related human service field such as social work, psychology, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services plus two years of directly related professional casework/case management experience related to family preservation, family reunification, adoption, youth development, counseling and advocacy services, or a related field.

Requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance.

Requires physical, visual and auditory ability to carry out assigned duties. Requires the ability to satisfactorily pass an in-depth background check as a condition for employment.

(Continued on reverse side)

**CHILD WELFARE SPECIALIST**

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option SS-Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Alexander, Cass, Champaign, Christian, Clinton, Coles, Cook (SS), De Kalb (SS), Douglas, DuPage (SS), Effingham, Fulton, Jackson, Jefferson, Jersey, Kane (SS), Kankakee (SS), Knox, Lake (SS), LaSalle, Logan, Macon, Macoupin, Madison, Massac, McHenry (SS), McLean, Morgan, Peoria, Randolph, Richland, Rock Island (SS), St. Clair, Saline, Sangamon (SS), Stephenson, Tazewell, Union, Vermilion, Whiteside (SS), Will (SS), Williamson, Winnebago (SS).

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

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YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

You may either send a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706 or apply online at <http://work.illinois.gov>. Your training and experience will be evaluated from your application.  
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AN EQUAL OPPORTUNITY EMPLOYER

7-1-01 new title, (RC-063-18) Salary 2-1-12, Counties Updated 8-15-11, Grade Statement Changed 5-17-02