



# Are You Interested in a Social Work career with the Illinois Department of Children and Family Services?

**Revised 02-01-2012**

The Illinois Department of Children and Family Services (IDCFS) generally hires candidates in the personnel titles as described below to perform casework/case management services with the children and families it serves. Job responsibilities include services to children in foster care and their natural families, and/or work with intact families whose children have not been removed from their custody, and protective service investigations. Candidates must possess the physical, visual and auditory abilities required to carry out assigned duties, with a valid Drivers license and daily access to a vehicle. Information gathered during the background investigation phase may be utilized when selecting an applicant for hire. Conditional Employment Requirements: A background investigation is conducted on all applicants selected for hire. This process involves a check of indicated perpetrators in CANTS (Child Abuse and Neglect Tracking System), Sex Offenders Registry and a fingerprint based criminal check of the Illinois State Police and the Federal Bureau of Investigations. In addition, drug testing, employment reference checks and educational verifications are conducted. **Send all applications c/o IDCFS, Selection and Recruitment 406 E. Monroe, Station #373, Springfield, IL 62701.**

CMS* Personnel Title	Typical Duties and Responsibilities	Educational and Experiential Requirements	Monthly Salary Range	Selection Process
Child Welfare Specialist	Performs a variety of casework intervention and case management functions related to the welfare of families and children who are in foster care or have remained home (intact families). Duties are performed in an independent manner. Problem cases are referred to the M.S.W. qualified supervisor or Child Welfare Advanced Specialist for assistance and technical oversight. Cases in this class cover the entire spectrum of difficulty, from routine through complex	Preferably a master's degree in social work or a master's degree in a related human service field <sup>1</sup> – supplemented by one year of directly related professional experience. <sup>2</sup> Requires a bachelor's degree in social work with one year of directly related professional experience, or a bachelor's degree in a related human service field with two years of directly related professional experience <sup>2</sup>	\$4,623- \$6,325	Candidates from CMS eligibility list are invited for interviews when vacancies in the county occur and after bargaining unit rights have been exhausted.
Child Protection Specialist	Completes journeyman level child abuse and neglect investigations to include interviews, home and family assessments, preparation of documentation, court preparation and testimony	Prefers a master's degree in Social Work or in a related human service field and two years of directly related professional experience or Requires a bachelor's degree in social work or related human service field and four years of directly related professional experience	\$4,623- \$6,325	Candidates from CMS eligibility list are invited for interviews when vacancies in the county occur and after bargaining unit rights have been exhausted.

1. Related human services degree refers to psychology, psychiatric nursing, psychiatry, pastoral counseling, Sociology, Social Services, Social Science, Public Administration, Pastoral Care, Master of Divinity, Human Service Administration, Human Development Counseling, Home Economics – Child and Family Service, Guidance and Counseling, Early Childhood Development, Child, Family and Community Services and Human Services.

2. Related professional experience refers to casework/case management experience related to families and/or children, reunification, adoption, youth development, counseling and advocacy services.

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<b>CMS Personnel Title</b>	<b>Typical Duties and Responsibilities</b>	<b>Educational and Experiential Requirements</b>	<b>Monthly Salary Range</b>	<b>Selection Process</b>
Children and Family Services Intern Option - I	Serves children in foster care and their families and children who have remained home (intact families)	FOR CWS target title requires a bachelor's degree preferably with major coursework in public administration, social work, psychology, counseling, education or special education, or a related field. FOR CPS target title same degree requirements as CWS, but must be supplemented by one year of directly related professional experience	\$3,560- \$4,638	Application should be filed with the personnel liaison for the area in which you are interested
Children and Family Services Intern Option - II	Serves children in foster care and their families and children who have remained home (intact families)	Requires a master's degree in public administration, political science or a related field; or a master's degree in social work, psychology, counseling, education or special education, or a related human service area.	\$4,005- \$5,383	Application should be filed with the personnel liaison for the area in which you are interested
Office Associate, Opt. 2	Performs a variety of complex, specialized clerical information and assistance, typing, record processing, and secretarial and general office support functions.	Requires knowledge, skill and mental development equivalent to completion of high school and two years of office experience.	\$3,100- \$3,907	Candidates from CMS eligibility list are invited for interviews when vacancies in the county occur and after bargaining unit rights have been exhausted.
Day Care Licensing Representative II	Performs responsible licensing, monitoring investigative and enforcement functions in the day care licensing program as formulated by the agency.	Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development.  Requires two years professional experience in early childhood, day care center, kindergarten, or a day care licensing program..	\$4,623- \$6,325	Candidates from CMS eligibility list are invited for interviews when vacancies in the county occur and after bargaining unit rights have been exhausted.
Public Service Administrator Opt. 6	Direct Service Supervisor	Requires a master's degree in social work or related degree—supplemented with three years of experience in social welfare services	\$6,487-\$9,104	Candidates from CMS eligibility list are invited for interviews when vacancies in the county occur and after bargaining unit rights have been exhausted.