

Are You Interested in a Career with DCFS?

The Illinois Department of Children and Family Services (IDCFS) generally hires candidates in the personnel titles as described below.

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, employment reference checks and educational verifications are conducted.

You may email your employment inquiries to:

DCFS.Employment@illinois.gov

View current job postings at:

<http://dcfsjobs.illinois.gov/>

CMS* Personnel Title	Typical Duties and Responsibilities	Education and Experience Requirements
<p>Child Protection Specialist</p>	<p>Completes journeyman level child abuse and neglect investigations to include interviews, home and family assessments, preparation of documentation, court preparation and testimony.</p>	<p>Preferably requires a master's degree in social work; or requires a master's degree in a related human service field¹, in criminal justice, criminal justice administration or law enforcement AND one year of directly-related professional experience²; or requires a bachelor's degree in social work and one year of directly-related professional experience; or requires a bachelor's degree in a related human service field, in criminal justice, criminal justice administration or law enforcement and two years of directly-related professional experience.²</p> <p>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.</p>
<p>Child Welfare Specialist</p>	<p>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. 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.</p>	<p>Preferably requires a master's degree in social work; or requires a master's degree in a related human service field¹ AND one year of directly-related professional experience²; or requires a bachelor's degree in social work and one year of directly-related professional experience; or requires a bachelor's degree in a related human service field, and two years of directly-related professional experience.²</p> <p>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.</p>

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1. Related human services degree refers to Child, Family and Community Services, Child and Family Service, Criminal Justice, Criminal Justice Administration, Early Childhood Development, Early Childhood Education, Education, Elementary Education, Guidance and Counseling, Home Economics, Human Development Counseling, Human Services, Human Service Administration, Law Enforcement, Marriage & Family Therapy, Master of Divinity, Mental Health Counseling, Pastoral Care, Pastoral Counseling, Psychiatric Nursing, Psychiatry, Psychology, Public Administration, Rehabilitation Counseling, Sociology, Secondary Education, Social Science, Social Services and Special Education.

2. Related professional **post-degree experience** refers to Professional Social Welfare or Criminal Justice-type experience.



CMS* Personnel Title	Typical Duties and Responsibilities	Education and Experience Requirements
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 OR a bachelor's degree in any field from an accredited college or university with 18 hours of directly related course work in early childhood/child development AND Requires two years of professional experience in early childhood, day care center, kindergarten, or a day care licensing program. ²
Social Service Aide I	Drives or travels with Child Protection Specialist staff to homes to assist in investigations of complaints regarding child abuse and neglect. Provides assistance to the Child Protection Specialist as they conduct interviews with children and families in their homes and in the community.	Requires any combination of education, training or experience which provides knowledge, skill and mental development equivalent to either the completion of four years of high school or two years of experience working with the culturally disadvantaged in a public or private social welfare program.
Child Development Aide	Provides assistance in making arrangements of placements for children. Drives to transport children to and from placements, as well as for court hearings, health exams, medical appointments, etc. Provides assistance with program activities for children and will observe children and report to the caseworker and/or supervisor any unusual behavior relating to the mental, social adjustment and overall health of children.	Requires any combination of education and experience which provides knowledge, skill and mental development equivalent to either completion of two years of college and one year of experience OR three years of experience working with culturally disadvantaged persons in a social service program
Paralegal Assistant	Under supervision of a licensed attorney, writes legal memoranda, legal opinions or other documents for review and approval by licensed legal staff; analyzes transcripts of hearings; prepares case files for hearing and performs general paralegal support services.	Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework.
Technical Advisor II	Represents the department at hearings on assigned calendar in the juvenile court, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights and motion hearings. Appears personally in court, especially on high profile or complex cases. Provides input into or conducts screenings to determine whether matters are legally sufficient to present to the court.	Requires graduation from a recognized law school. Requires possession of a valid license to practice law in Illinois.
Public Service Administrator Option 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. ²

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Public Service Administrator Option 8L	<p>Represents the Department at hearings on calendars in the Juvenile Courts of assigned counties; serves as legal advisor; conducts technical legal screening; presents evidence on behalf of the Department at administrative hearings and service appeals; interviews witnesses; reviews proposed rules, procedures, and practices.</p>	<p>Requires completion of four years of college, supplemented by graduation from a recognized school of law; requires possession of a license to practice law in Illinois; requires three years administrative experience in the practice of law.</p>
Reimbursement Officer I	<p>Investigates the financial liability of patients, their estates and their legally responsible relatives; conducts investigations to acquire pertinent patient data; prepares and/or assists in the preparation of various types of correspondence used to expedite collection of funds.</p>	<p>Requires knowledge, skill and mental development equivalent to completion of four years of college with courses in accounting, economics or business administration, preferably including courses in insurance, estate and probate law; requires one year of work experience in the reimbursement field.</p>
Child Protection Specialist Trainee, Opt 1 • Child Welfare Specialist Trainee, Opt 1 • Children & Family Services Intern - I, Opt 1	<p>Participates in a trainee program, from 6 to 12 months but up to a maximum of 24 months, to obtain additional training and experience. Serves children in foster care and their families and children who have remained home.</p>	<p>Requires a bachelor's degree preferably with major coursework in social work, psychology, counseling, education or special education, or a related human service field¹ or criminal justice, criminal justice administration or law enforcement.²</p>

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CMS* Personnel Title	Typical Duties and Responsibilities	Education and Experience Requirements
<p>Child Protection Specialist Trainee, Opt 2</p> <p>•</p> <p>Child Welfare Specialist Trainee, Opt 2</p> <p>•</p> <p>Children & Family Services Intern, Opt II</p>	<p>Participates in a trainee program, from 6 to 12 months but up to a maximum of 24 months, to obtain additional training and experience. Serves children in foster care and their families and children who have remained home.</p>	<p>Requires a master's degree preferably with major coursework in social work, psychology, counseling, education or special education, or a related human service field¹ or criminal justice, criminal justice administration or law enforcement.²</p>
<p>Child Welfare Nurse Specialist</p>	<p>Provides consultation and analysis on health-related concerns in investigation reports, complex health care records and other related materials.</p>	<p>Requires one of the following: (a) an associate or diploma degree in nursing and three years professional nursing experience; or (b) a bachelor's degree in nursing and two years professional nursing experience; or (c) a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois.</p>
<p>Office Associate Option 2</p>	<p>Performs a variety of complex, specialized clerical information and assistance, typing, record processing, secretarial and general office support functions.</p>	<p>Requires knowledge, skill and mental development equivalent to completion of high school AND two years of office experience.</p>

To be considered, follow the detailed “**How to Apply**” instructions outlined in the appropriate job vacancy posted on <http://dcfsjobs.illinois.gov/>

1. Related human services degree refers to Child, Family and Community Services, Child and Family Service, Criminal Justice, Criminal Justice Administration, Early Childhood Development, Early Childhood Education, Education, Elementary Education, Guidance and Counseling, Home Economics, Human Development Counseling, Human Services, Human Service Administration, Law Enforcement, Marriage & Family Therapy, Master of Divinity, Mental Health Counseling, Pastoral Care, Pastoral Counseling, Psychiatric Nursing, Psychiatry, Psychology, Public Administration, Rehabilitation Counseling, Sociology, Secondary Education, Social Science, Social Services and Special Education.

2. Related professional **post-degree experience** refers to Professional Social Welfare or Criminal Justice-type experience.



Apply Directly: <http://dcfsjobs.illinois.gov/>
 DCFS.Employment@illinois.gov
DCFS.illinois.gov

217.785.2586 or 312.814.1222







Exciting Career Opportunities

The Department of Children and Family Services has fulfilling career opportunities in a variety of public service positions including, but not limited to, **Child Protection Specialist, Child Welfare Specialist and Day Care Licensing Representative II**. The State of Illinois offers career growth potential regardless of your chosen career path.

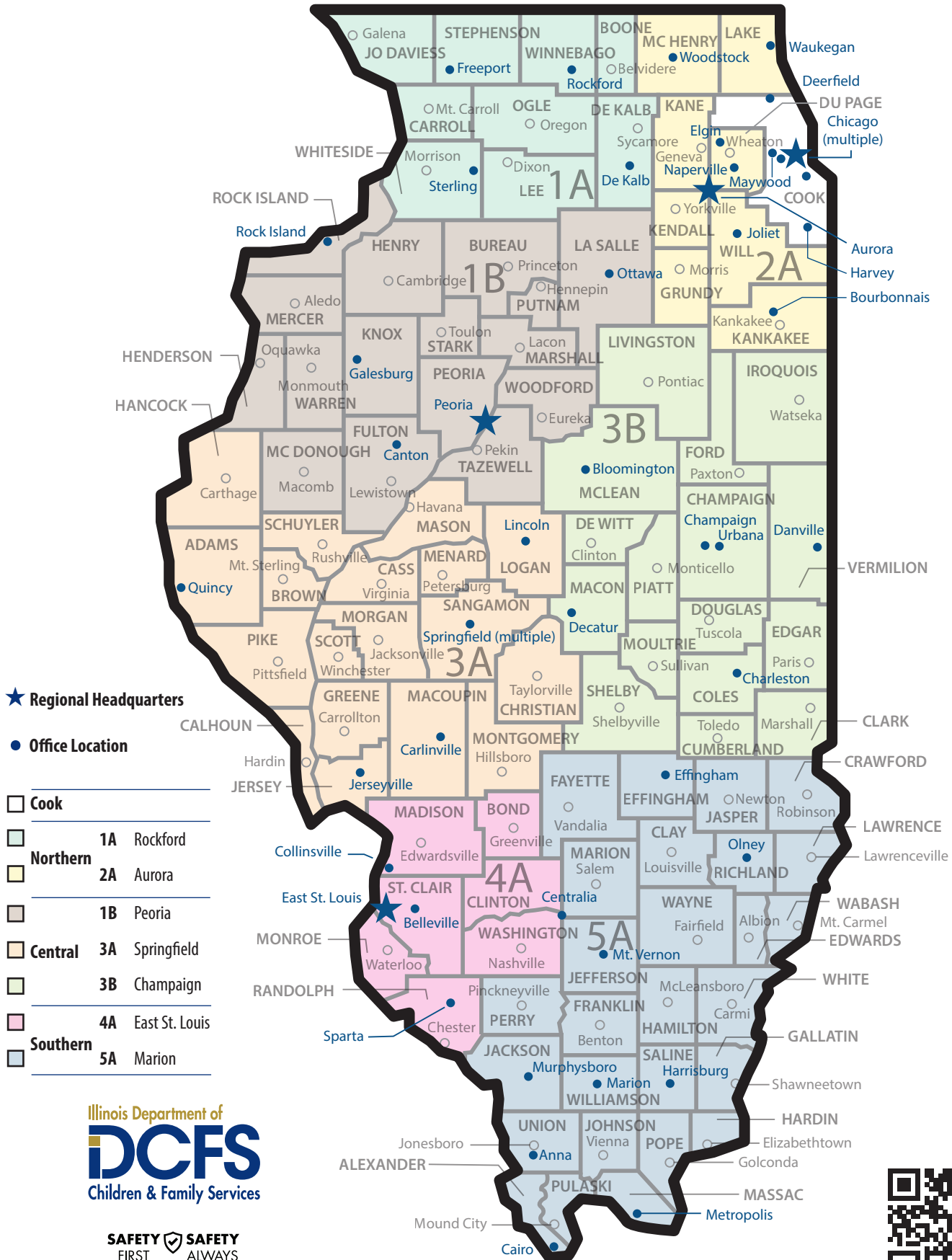
In demand employment opportunities include:

- Child Protection Specialist
- Child Welfare Specialist
- Office Associate, Option 2
- Paralegal Assistant
- Reimbursement Officer I
- Public Service Administrator, Option 6

		Benefits
	Work/Life Balance	<ul style="list-style-type: none"> • 10 days paid vacation • 3 days paid personal time • 13 paid holidays (14 paid holidays on even years) • Paid maternity/paternity leave • Flexible work schedules
	State Employee Retirement Plan	<p>State employees are eligible for a pension benefit after completing a minimum of 10 years of service.</p> <ul style="list-style-type: none"> • Monthly pension income at retirement • Survivor benefits (non-occupational death benefits, occupational death benefits)
	Deferred Compensation	<p>All State of Illinois Employees are eligible to participate in the State Employees' Deferred Compensation Plan ("Plan"), an optional retirement savings account established under section 457 of the Internal Revenue Code. Participants have the option to make tax-deferred or Roth (after-tax) contributions through payroll deductions. Yearly contribution limits are designated by the IRS each year.</p> <p>To learn more about the Plan please visit https://www2.illinois.gov/cms/benefits/Deferred/Pages/DeferredCompensation.aspx</p>
	Upward Mobility Program	<p>Designed to provide designated groups of state employees with career counseling and direct-paid educational and training opportunities that will permit employees to work toward advancement in selected career paths.</p>
	Public Student Loan Forgiveness Program	<p>The Public Student Loan Forgiveness (PSLF) Program forgives the remaining balance on your Direct Loans after you've made the equivalent of 120 qualifying monthly payments under an accepted repayment plan, and while working fulltime for an eligible employer.</p>

		Benefits
	Group Insurance Benefits	<p>All State of Illinois employees hired to work at least 50% of a full-time work week and contributing to one of the five state retirement systems are eligible to participate in the State Employees Group Insurance Program (SEGIP). Unless otherwise noted, State Employee Group Insurance employee contributions are available as a pre-tax payroll deduction.</p> <ul style="list-style-type: none"> • Health Benefits: Employees and their qualified dependent(s) may select a Health Maintenance Organization (HMO) plan, an Open Access Plan (OAP), a Preferred Provider Organization (PPO) plan or an IRS approved high deductible plan, the Consumer Driven Health Plan (CDHP). If no election is made within the enrollment period, new employees are enrolled in the PPO plan with no dependent(s). • Vision Benefits: Employees and dependents enrolled in state health benefits receive vision coverage at no cost. • Dental Benefits: Employees and dependents enrolled in state health benefits may select dental coverage. • Life Insurance: All group insurance-eligible employees are provided basic life insurance equal to their annual salary at no cost. Employees may also select optional life insurance at 1-8 times their basic life amount for an additional post-tax cost per \$1,000 of coverage, new employees may select up to four times their basic life amount with no underwriting. Accidental Death and Dismemberment (AD&D), spouse life and child life (guaranteed issue) coverage are also available for an additional post-tax cost. • Be Well Illinois: Employees have access to this award-winning comprehensive wellness program to help state employees and retirees create and maintain an active lifestyle and gain easy access to mental health awareness materials and treatment, financial services, nutritional information and group and Individual exercise programs. These benefits, In addition to primary care visits, health screenings and immunizations like the flu shot, are offered at no cost to plan participants. Visit www.illinois.gov/BeWell or connect on Facebook at www.facebook.com/BeWellIllinois. <p>To learn more about State Employees Group Insurance Programs, please visit https://www2.illinois.gov/cms/benefits/Pages/default.aspx</p>
	Employee Assistance Program	All employees and their dependents are provided a free, voluntary and confidential program that provides problem identification, counseling and referral services for daily dilemmas and with help to cope with more difficult situations like stress, the loss of a loved one or substance abuse issues.
	Optional Pre-Tax Programs	<ul style="list-style-type: none"> • Medical Care Assistance Program (MCAP) is available to all members to use pre-tax contributions to pay for out-of-pocket medical expenses such as co-payments, co-insurance, deductibles and prescriptions. Please note: Families enrolled in an MCAP cannot enroll in an HSA. • Health Savings Account (HSA) is available only to members enrolled in the COHP to use pre-tax contributions to pay for out of pocket medical expenses such as co-payments, co-insurance, deductibles and prescriptions. Please note: Families enrolled in an HSA cannot enroll in an MCAP. • Dependent Care Assistance Program (DCAP) is available for employees with qualifying dependents to use pre-tax contributions to reimburse for eligible day care expenses. • Commuter Savings Program (CSP) is available for non-university employees to use pre-tax contributions to purchase or reimburse work-related transit or parking expenses.

STATE OF ILLINOIS DCFS OFFICES



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312.814.6800 • DCFS.illinois.gov



STATE OF ILLINOIS DCFS OFFICES

OFFICE	PHONE	ADDRESS	OFFICE	PHONE	ADDRESS
Anna	618.833.4449	108 Denny Industrial Dr, Anna, IL 62906	Harvey	708.210.2800	15115 S Dixie Hwy, Harvey, IL 60426
Aurora	630.801.3400	8 E Galena Blvd, Ste 300, Aurora, IL 60506	Jerseyville	618.498.9561	108 S State St, Jerseyville, IL 62052
Belleville	618.257.7500	7650 Magna Dr, Ste 125B, Belleville, IL 62223	Joliet	815.730.4000	1619 W Jefferson St, Joliet, IL 60435
Bloomington	309.828.0022	401 Brown St, Bloomington, IL 61701	Lincoln	217.735.4402	405 N Limit St, Lincoln, IL 62656
Bourbonnais	815.523.1460	230 W John Casey Rd, Bourbonnais, IL 60914	Marion	618.993.8639	107 Airway Dr, Marion, IL 62959
Cairo	618.734.0858	1315 Washington, Cairo, IL 62914	Marion	618.993.7100	2309 W Main, Marion, IL 62959
Canton	309.647.0051	1607 Chestnut St, Canton, IL 61520	Maywood	708.338.6600	1701 S First Ave, Maywood, IL 60153
Carlinville	217.854.2566	1022 N High St, Carlinville, IL 62626	Metropolis	618.524.2428	200 W 5th St, Metropolis, IL 62960
Centralia	618.352.6101	1809 W McCord St, Centralia, IL 62801	Mount Vernon	618.244.8400	321A Withers Dr, Mount Vernon, IL 62864
Champaign	217.278.5500	2125 S First St, Champaign, IL 61820	Murphysboro	618.687.1733	1210 Hanson St, Murphysboro, IL 62966
Charleston	217.348.7661	825 18th St, Charleston, IL 61920	Naperville	331.231.6900	1255 Bond St, Naperville, IL 60563
Chicago	312.633.3946	100 N Western, Chicago, IL 60612	Olney	618.393.2979	1408 Martin St, Olney, IL 62450
Chicago	312.814.6800	60 E Van Buren St, Ste 1339, Chicago, IL 60605	Ottawa	815.433.4371	1580 First Ave, Ottawa, IL 61350
Chicago	312.793.8527	1026 S Damen Ave, Chicago, IL 60612	Peoria	309.671.7900	2001 NE Jefferson, Peoria, IL 61603
Chicago	312.492.3700	1240 S Damen Ave, Chicago, IL 60608	Peoria	309.693.5400	5415 N University St, Peoria, IL 61614
Chicago	312.814.8600	17 N State St, 7th Fl, Chicago, IL 60602	Quincy	217.221.2525	107 N 3rd St, Quincy, IL 62301
Chicago	312.808.5000	1911 S Indiana Ave, Chicago, IL 60616	Rock Island	309.794.3500	500 42nd St, Ste 5, Rock Island, IL 61201
Chicago	312.793.3650	2020 W Roosevelt Rd, Chicago, IL 60608	Rockford	815.987.7640	175 Executive Pkwy, Ste 113, Rockford, IL 61107
Chicago	312.433.3000	2240 W Ogden Ave, 1st Fl, Chicago, IL 60612	Sparta	618.443.4317	202 W Jackson, Sparta, IL 62286
Chicago	312.633.3400	2245 W Ogden Ave, 3rd Fl, Chicago, IL 60612	Springfield	217.558.5000	1 N Old State Capitol Plaza, 4th Fl, Springfield, IL 62701
Chicago	773.371.6000	6201 S Emerald Dr, Chicago, IL 60621	Springfield	217.782.4000	1124 N Walnut, Springfield, IL 62702
Collinsville	618.381.7700	1101 Eastport Plaza Dr, Ste 150, Collinsville, IL 62234	Springfield	217.785.2688	4 W Old State Capitol Plaza, Springfield, IL 62701
Danville	217.443.3200	401 N Franklin, Danville, IL 61832	Springfield	217.785.2509	406 E Monroe, Springfield, IL 62701
Decatur	217.875.6750	2920 N Oakland Ave, B, Decatur, IL 62526	Springfield	217.786.6830	4500 S 6th Street Rd, Springfield, IL 62703
Deerfield	847.948.6700	1755 Lake Cook Rd, Deerfield, IL 60015	Springfield	217.785.4010	2200 Churchill Rd, Bldg B, Springfield, IL 62702
Dekalb	815.787.5300	760 Peace Rd, Dekalb, IL 60115	Springfield	217.785.5689	607 E Adams, 2nd Fl, Springfield, IL 62701
East St Louis	618.583.2100	10 Collinsville Ave, East St Louis, IL 62201	Springfield	217.524.6186	726 S College St, Springfield, IL 62704
Effingham	217.347.5561	401 W Industrial Ave, Ste B, Effingham, IL 62401	Sterling	815.625.7594	2607 Woodlawn Rd, Ste 3, Sterling, IL 61081
Elgin	847.888.7620	595 S State St, Elgin, IL 60123	Urbana	217.278.5400	508 S Race St, Urbana, IL 61801
Freeport	815.235.7878	1826 S West Ave, Freeport, IL 61032	Waukegan	847.249.7800	2133 Belvidere Rd, Waukegan, IL 60085
Galesburg	309.342.3154	467 E Main, Galesburg, IL 61401	Woodstock	815.338.1068	113 Newell St, Woodstock, IL 60098
Harrisburg	618.253.7604	324 E Raymond St, Harrisburg, IL 62946			



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