

# Illinois DCFS Job Shadowing Program



## Want to learn more about Illinois DCFS direct services?

The Illinois Department of Children and Family Services (DCFS) Job Shadowing Program is a unique experience offered through the Office of Learning and Professional Development (OLPD) that pairs eligible applicants with child welfare professionals so they can learn more about a day in the life of DCFS staff.

The DCFS Job Shadowing Program provides up to two days of field-based observation within the applicant's specialty area of interest. Shadowing opportunities are available year-round in DCFS offices throughout the state.

## Application Process

To apply, send an email to the DCFS Office of Learning and Professional Development: [DCFS.internships@illinois.gov](mailto:DCFS.internships@illinois.gov) (click or scan below).



Include the following information:

### • Cover Letter

Please make sure your cover letter includes the following:

- A request for either an academic or a career-interest job shadowing experience.
- Your reason for requesting a shadowing experience.

### • Resume

- **One letter of recommendation** from an educational institution for academic job shadowing applicants, or from your current/past employer for career job shadowing applicants, that outlines why you would be a good fit for the DCFS Job Shadowing Program.

- Job shadowing candidates must be at least 18 years of age.
- Eligible candidates will receive an application packet and information about the next steps in the application process, which includes a background check.

### Specialities include, but are not limited to:

- Child abuse/neglect investigations
- Intact family services
- Placement/permanency services (foster care)
- Adoption
- Legal

*Please note: The submission of a completed application does not ensure a shadowing experience with DCFS.*

### Need help or want to know more?

Contact the Office of Learning and Professional Development: [DCFS.internships@illinois.gov](mailto:DCFS.internships@illinois.gov)

*If you are a college/university student, your preferred shadowing specialty should be in alignment with your major/degree program.*

*If you are not a college/university student but would like to participate in a shadowing experience for a different reason, please send an email to: [DCFS.internships@illinois.gov](mailto:DCFS.internships@illinois.gov).*

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