

## How do I apply?

To apply for a position with DCFS, please:

- ❑ Complete the CMS 100 **Employment Application** for one of the following titles:

*Child Welfare Associate Specialist*  
*Child Welfare Specialist*  
*Child Protection Associate Specialist*  
*Child Protection Specialist*  
*Children and Family Services Intern,*  
*Option I or Option II*  
*Public Service Administrator, Option 6*  
*Day Care Licensing Representative II*

Please be sure to indicate your preferred geographic work location (Section 5 - County Choice on the application).

- ❑ Send the above to:

Selection and Recruitment  
DCFS Office of Employee Services  
406 East Monroe, M.S. #373  
Springfield, Illinois 62701  
217-785-2586

-OR-

Selection and Recruitment  
DCFS Office of Employee Services  
100 W. Randolph, 6th Floor  
Chicago Illinois 60601  
312-814-1222

Completion of a written examination is not required to establish your eligibility for employment. Interviews are required prior to selection.

## Are there any conditions of employment?

Yes. Information gathered during the background investigation phase and/or hiring process may be utilized when selecting an applicant for hire:

- ◆ 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 Investigation;
- ◆ Drug testing;
- ◆ Employment reference checks and educational verifications are conducted;
- ◆ 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 for applicable titles;
- ◆ Language testing for titles that have a language option;
- ◆ Child Welfare Employee Licensure testing for applicable titles; and
- ◆ Successful completion of required trainings for applicable titles.



**For more information,  
please visit our website at  
[www.DCFS.illinois.gov](http://www.DCFS.illinois.gov)  
or scan this QR code**

*Your inquiries and applications are most  
welcome. Please E-mail us at:  
[DCFS.Employment@illinois.gov](mailto:DCFS.Employment@illinois.gov)*

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# Child Welfare Employment Opportunities



Illinois Department of  
**DCFS**  
Children & Family Services  
[www.DCFS.illinois.gov](http://www.DCFS.illinois.gov)

## Are you interested in a child welfare career?

The Illinois Department of Children and Family Services (DCFS) is the public social service agency charged with enabling families to ensure the safety, well-being and permanency of the abused and neglected children in their care, and working with families and communities to protect the state's vulnerable children from maltreatment. To best carry out this mission, DCFS is actively recruiting both BSW and MSW graduates and experienced child welfare professionals with certain human service degrees, including: Child, Family and Community Services; Early Childhood Development; Guidance and Counseling; Home Economics—Child and Family Services; Human Development Counseling; Human Service Administration; Human Services; Master of Divinity; Pastoral Care; Pastoral Counseling; Psychiatric Nursing; Psychiatry; Psychology; Public Administration; Social Science; Social Services and Sociology.

## As a DCFS employee, you will be working for an agency that:

- ◆ Is a large, nationally-known and respected child welfare agency that offers equal employment opportunities;
- ◆ Has received agency-wide accreditation from the Council on Accreditation for Children and Family Services, indicating that its staff and services meet national child welfare standards;

- ◆ Offers competitive salaries, paid vacation and sick time, paid health, dental, optical and life insurance, a retirement plan, and the opportunity to save money and reduce both state and federal income taxes through a deferred compensation plan;
- ◆ Provide a Basic Training Program before you are assigned to cases;
- ◆ Promotes ongoing training and other professional development opportunities;
- ◆ Has established a professional on-line child welfare library system which is accessible from DCFS' 95 offices throughout the state;
- ◆ Works with graduate schools of social work in Illinois to support the continued professional development of its staff;
- ◆ Has implemented a strength-based model of practice that engages families in a partnership with the agency aimed at helping them develop the skills and access the resources they need to safeguard the health, safety and well-being of their children in their own homes whenever possible, and to help families participate in alternative planning for their children when that is not in the best interest of their children.

## As a skilled child welfare professional, you will:

- ◆ Have an opportunity to use the knowledge and skills you have acquired through your degree program in your

daily work with children and families and the communities in which they live;

- ◆ Have opportunities for advancement into supervisory and management positions after having acquired additional child welfare experience and/or the opportunity to achieve a mastery level of clinical practice;
- ◆ Work as an active member of a small team of child welfare professionals;
- ◆ Have regular opportunities to enhance your child welfare expertise by working with other professionals such as judges, state's attorneys, guardians ad litem, physicians, nurses and other health care professionals, teachers, school social workers and administrators, police, housing authority personnel, crisis intervention workers, mental health providers, financial assistance specialists, counselors and other child welfare workers as well as with abused and other neglected children and their immediate and extended families, foster families and adoptive families;
- ◆ Gain the sense of professional gratification that comes with knowing that you have had a direct and positive impact on the lives of the families you work with and their children; and
- ◆ Have access to specialized diagnostic and treatment services for complex cases.