

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CHILDREN AND FAMILY SERVICE INTERN

POSITION CODE: 07241 - Option 1  
07242 - Option 2

Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under general supervision, participates in an agency-sponsored trainee program, typically from six to twelve months but up to a maximum of twenty-four months where the target position requires additional training and experience; receives assignments in both direct service and administrative operations of the department, carrying out specific projects of increasing responsibility.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Actively participates in orientation, in-service and on-the-job training designed to provide knowledge of programs, service philosophies and objectives of the department, awareness of professional career disciplines available within the agency, and increased professional knowledge and practical skills.
2. Participates in and satisfactorily completes classroom training in the department's direct service programs; upon satisfactory completion of classroom instruction, receives on-the-job training and carries out direct service assignments in a regional or field office setting, gaining direct experience and familiarity with the programs of the department; receives on-the-job training and carries out administrative assignments in a regional or central office setting.
3. Receives and completes assignments on a continuing basis in order to develop working skills; applies knowledges learned, both from the academic and work environment, in order to successfully complete projects on the assigned area of operation; participates in agency staff meetings, conferences and other activities which will provide meaningful learning experiences.
4. Participates in career counseling and assessment conferences to develop career paths and training plans best suited to both the aptitudes and abilities of the Intern and the needs of the department.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CHILDREN AND FAMILY SERVICE INTERN (Continued)

## DESIRABLE REQUIREMENTS:

Education

Option 1: Requires a bachelor's degree preferably with major coursework in public administration, business administration, social work, psychology, counseling, education or special education, or a related field.

Option 2: Requires a master's degree in public administration, business 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.

Experience

Requires experience with the application of public administration tenets such as might have been obtained in collegiate organizations, volunteer participation, or employment.

Knowledges, Skills and Abilities

Requires ability to satisfactorily pass a background check as a condition for employment.

Requires ability to prepare written and oral reports.

Requires ability to understand and follow oral and written instructions.

Requires ability to successfully apply learned knowledges and techniques to a working environment.

Requires ability to profit from training received.

Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.