

# Are You Interested in a Social Work 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, drug testing, employment reference checks and educational verifications are conducted.

**Send applications c/o**  
**IDCFS, Selection and Recruitment**  
**406 E. Monroe, Sta. #373 or 2020 W. Roosevelt Rd.**  
**Springfield, IL 62701 2nd Fl.**  
**Chicago, IL 60608**  
**You may email your employment inquiries to:**  
**DCFS.Employment@illinois.gov**

CMS* Personnel Title	Typical Duties and Responsibilities	Education and Experiential Responsibilities	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. 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 requires a master's degree in social work; or requires a master's degree in a related human service field <sup>1</sup> AND one year of directly-related professional experience <sup>2</sup> ; 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 <sup>2</sup>  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.	\$4,377 to \$6,581	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. To be added to the CMS eligible list submit your CMS100 directly to CMS (address on application).
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.	Preferably requires a master's degree in social work; or requires a master's degree in a related human service field <sup>1</sup> , in criminal justice, criminal justice administration or law enforcement AND one year of directly-related professional experience <sup>2</sup> ; 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. <sup>2</sup>  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.	\$4,377 to \$6,581	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. To be added to the CMS eligible list submit your CMS100 directly to CMS (address on application).

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 **post-degree experience** refers to professional social welfare or criminal justice type experience.

**www.DCFS.illinois.gov**  
**DCFS.Employment@Illinois.gov**  
 217.785.2586 or 312.814.1222



CMS* Personnel Title	Typical Duties and Responsibilities	Education and Experiential Responsibilities	Monthly Salary Range	Selection Process
Children & Family Services Intern - I (CFS Opt. 1)	Serves children in foster care and their families and children who have remained home.	CFS Opt 1 with a CWS target title requires a bachelor's degree preferably with major coursework in social work, psychology, counseling, or a related human service field  CFS Opt 1 with a CPS target title requires a bachelor's degree preferably with major coursework in social work, psychology, counseling, or a related human service field or criminal justice, criminal justice administration or law enforcement AND one year of directly related professional experience. <sup>2</sup>  CFS Opt 1 with a DCLR target title requires a bachelor's degree from an accredited university with specialization in early childhood education or bachelor's degree in any field from an accredited university with 18 hours of directly related coursework in early childhood/child development.	\$3,371 to \$4,826	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. When there are no candidates on the eligible list CFS interns are considered. To be considered as a CFS Intern send your completed CMS100 AND a legible copy of your official college transcripts to <a href="mailto:DCFS.Employment@illinois.gov">DCFS.Employment@illinois.gov</a>
Children & Family Services Intern - Option II	Serves children in foster care and their families and children who have remained home.	Requires a master's degree in public administration, or a related field; or a master's degree in social work, psychology, counseling, education or special education, or a related human service area.	\$3,792 to \$5,601	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. When there are no candidates on the eligible list CFS interns are considered. To be considered as a CFS Intern send your completed CMS100 AND a legible copy of your official college transcripts to <a href="mailto:DCFS.Employment@illinois.gov">DCFS.Employment@illinois.gov</a>
Office Associate Option 2	Performs a variety of complex, specialized clerical information and assistance, typing, record processing, secretarial and general office support functions.	Requires knowledge, skill and mental development equivalent to completion of high school AND two years of office experience.	\$2,935 to \$4,065	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. In order to be placed on the CMS eligible list take your completed CMS100 to one of the CMS testing centers on the designated dates/times to take the required exam which may include a typing test.
Day Care Licensing Representative I	Studies day care home, group day care and day care centers for children and determines whether they show reasonable compliance with standards established by the Department of Children and Family Services for licensing.	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 one year of professional experience in early childhood, day care center, kindergarten, or a day care licensing program. <sup>2</sup>	\$3,969 to \$5,913	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. To be added to the CMS eligible list submit your CMS100 directly to CMS (address on application). Please note that this is a closed exam therefore your application will be graded when DCFS requests that the exam be opened.
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. <sup>2</sup>	\$4,377 to \$6,581	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. To be added to the CMS eligible list submit your CMS100 directly to CMS (address on application). Please note that this is a closed exam therefore your application will be graded when DCFS requests that the exam be opened.
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. <sup>2</sup>	\$6,141 to \$9,472	When vacancies are not filled by internal candidates, the eligibility list is requested from CMS and candidates are invited to interview. To be added to the CMS eligible list submit your CMS100 directly to CMS (address on application).