



10/06/2020

Job Title: **Staff Development Specialist I**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/08/20 5:00 PM Central Time
Salary: \$4,587.00 - \$6,820.00 monthly
\$55,044.00 - \$81,840.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-91-25911**

Requires knowledge, skill and mental development equivalent to completion of four years of college. Academic course work should include quantitative measures (introductory statistics or business mathematics or social science analytical tools), educational methods, psychology of individuals, organizational or group behavior, labor relations or equivalents. Requires two years of professional experience in education or a related field. Requires ability to travel.

Work Location:

Region 1 Central Office
527 South Wells-2nd Floor
Chicago, IL 60607
8:30 am – 5:00 pm (M-F)

Anticipated Started Salary Range \$55,044-\$81,840

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply:

DHS.HiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



10/06/2020

Job Title: **Vocational Instructor - Opt C**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/15/20 5:00 PM Central Time
Salary: \$3,544.00 - \$5,001.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC028**
Bid ID#: **10-44-26036**

Requires two years of practical journeyman experience in a wide variety of computerized embroidery machines, sewing and the use of multiple machines including serger, juki and straight sewing machines and in the training of these machines. Requires extensive knowledge of the practices, methods, tools and materials of computerized embroidering. Requires the ability to work with students with severe physical disabilities and to use accommodations and assistive technology to enhance student's learning and capabilities in the area of computerized embroidery. Requires ability to maintain discipline, safety and an effective learning environment. Requires ability to use the tools, materials and equipment associated with computerized embroidery and to instruct all skill levels in their proper use. Requires ability to prepare reports and evaluate training progress using suitable performance measures

[Click Here for Applicant Information and Grading Procedures](#)

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10/06/2020

Job Title: **Accountant (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/15/20 5:00 PM Central Time
Salary: \$3,830.00 - \$5,536.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **10-44-26041**

Requires knowledge, skill and mental development equivalent to completion of four years of college, with courses in business administration and accounting or four years of technical accounting experience. Requires elementary knowledge of professional accounting and auditing theory, principles, methods and procedures. Requires elementary knowledge of the laws, rules, and regulations to state or non-state accounting or auditing procedures. Requires elementary knowledge of office methods, procedures, standard office accounting machines and equipment.

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Bids/applications must be received at the DHS.DRSHiringUnit@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE BID FORM AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

APPLICATION – BIDDING PROCEDURES:

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10/06/2020

Job Title: **Educator - Opt C**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/15/20 5:00 PM Central Time
Salary: \$3,301.00 - \$6,193.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **10-44-26038-39**

Under general supervision, teaches and implements courses in pre-employment transition services including: job exploration counseling, work-based learning experiences, counseling on opportunities for enrollment in postsecondary educational programs; workplace readiness training to develop social skills; vocational skills, and training for independent living, i.e., shopping, budgeting, personal assistant management, personal financial management, etc.; and community involvement to transition aged students with severe physical disabilities, cognitive, neurological and other disabilities, through collaboration with school personnel and community partners at the Illinois Center for Rehabilitation and Education-Roosevelt (ICRE-R).

[Click Here for Applicant Information and Grading Procedures](#)

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10/06/2020

Job Title: **Dietary Manager I - Opt 1 (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-04**

Requires knowledge, skills and mental development equivalent to completion of four years college with courses in dietetics. Requires one-year professional experience in a large-scale food service program. Requires possession of a current valid certificate as a Certified Dietary Manager (CDM). Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires working knowledge of the Department of Public Health food service standards and regulations concerning the sanitary preparation, serving and storage of food in relation to large scale food service. Requires working knowledge of nutritional and therapeutic meals for the elderly. Requires the ability to supervise subordinates in preparing and serving general and special menus and performing other food service functions. Requires ability to supervise quantity food preparation and cooking with economy and efficiency. Requires ability to judge food materials and to make estimates of requirements and requisitions needed for food, supplies and equipment. Requires ability maintain satisfactory working relationships with other employees of the department. Requires ability to maintain food service records and prepare related reports. Honorable discharge from the U.S. Military preferred.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov

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10/06/2020

Job Title: **Stores Clerk**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 2, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-18**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires elementary knowledge of storeroom methods and procedures, transportation modes, shipment methods and kinds and grades of foodstuffs, maintenance, medical or office supplies. Requires ability to keep simple receiving and shipping records. Requires ability to perform arduous labor. Requires ability to understand and follow oral or written instructions. Prefers experience with property control/inventory systems.

Submit Applications To: (must be postmarked by closing posting date)

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10/06/2020

Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-19**

Requires working knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of accounting techniques. Requires working knowledge of state accounting procedures. Requires working knowledge of office methods and procedures. Requires working knowledge of principles and functions of standard office accounting machines and experience. Requires ability to apply established accounting techniques. Prefers one year of experience with ERP/SAP accounting systems.

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10/06/2020

Job Title: **Account Clerk II (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **34-127-21-20**

Requires working knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of office experience, including bookkeeping work. Requires working knowledge of bookkeeping principles and practices. Requires working knowledge of office methods and procedures. Requires ability to apply bookkeeping principles. Requires ability to make rapid and accurate arithmetic calculations either manually or by machine. Prefers one year of experience with ERP/SAP accounting systems.

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10/06/2020

Job Title: **Property & Supply Clerk III**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-21**

Under general direction of the Business Administrator, maintains the inventory and property control program for the Chicago Veterans' Home; performs clerical work in controlling, accounting for and requisitioning property, supplies and equipment; maintains a complete record of all state property including value and location at the home per the State Property Control Act and related policies and procedures. Assigns a new State property number for each item and affixes the tag number to the piece of equipment; requests information concerning prices, availability specification and delivery dates from vendors; serves as liaison with vendors to resolve any issues or discrepancies with orders. Tracks and records all equipment inventory movements within the home and all items transferred to or from an outside agency in the property accounting system.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

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10/06/2020

Job Title: **Dietary Manager II, Opt 1**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-25**

Requires knowledge, skills and mental development equivalent to completion of four years college with courses in dietetics. Requires possession of a current valid certificate as a **Certified Dietary Manager (CDM)**. Requires two years of professional experience in a large-scale food service program. Requires extensive knowledge of the IL Department of Public Health food service standards and regulations concerning the sanitary preparation, serving and storage of food in relation to large scale food service. Requires thorough knowledge of food service management with emphasis on food costs, ordering procedures, and fiscal accounting methods. Requires extensive knowledge of nutritional and therapeutic meals for the elderly and the ability to direct staff in the preparation and serving of such meals. Requires ability to maintain satisfactory working relationships with other employees of the Department. Prefer licensure by the State of Illinois as a Dietitian/Nutritionist.

Submit Applications To: (must be postmarked by closing posting date)

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10/06/2020

Job Title: **Social Worker II (Upward Mobility Target Title)**
Agency: Department of Human Services
Closing Date/Time: Thu. 10/08/20 5:00 PM Central Time
Salary: \$4,831.00 - \$7,244.00 monthly
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC063**
Bid ID#: **10-82-24159/24162**

Requires a Master's degree in social work from a recognized college or university supplemented by one year of professional social work experience in the evaluation and treatment/habilitation of mentally ill, developmentally disabled, or other disabled persons. This class is included as an Upward Mobility Program credential title. Requires extensive knowledge of the theories and assumptions underlying the social work field. Requires the ability to prepare complex written and oral reports. Requires effective communication skills, both verbal and written. Requires ability to observe patients and perceive change in behavior. Prefer licensed social worker or licensed clinical social worker from the Department of Financial and Professional Regulations.

Work Hours:

8:30 am – 5:00 pm (M-F)

Anticipated Starting Salary Range – \$4,831 to \$7,244 per month or \$57,972 to \$86,928 per year

Current Bargaining Unit Employees – Collective Bargaining Agreement language applies

Where to Apply: DHS.MHHiringUnit@illinois.gov

Include posting ID # and bidders names in subject line when applying

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



10/06/2020

Job Title: **Assistant Labor Relations Counsel (Technical Advisor II)**
Agency: Department of Central Management Services
Closing Date/Time: Thu. 10/08/20 11:59 PM Central Time
Salary: \$70,000.00 - \$80,000.00 annually
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **CF010**
Bid ID#: **45252-37-70-110-02-01**

PREFERRED QUALIFICATIONS:

1. Prefers litigation experience.
2. Prefers knowledge of labor relations.
3. Prefers working knowledge of judicial and quasi-judicial procedures and rules of evidence.
4. Prefers experience performing legal research.
5. Prefers the ability to independently draft pre-hearing and post-hearing briefs and/or memoranda.
6. Prefers one year of professional experience in the practice of law.
7. Prefers a working knowledge about federal, state or local government entities.
8. Prefers experience interviewing, preparing and/or questioning witnesses.

Work Hours:

Monday - Friday

8:30 A.M. to 5:00 P.M.

Work Location:

James R. Thompson Center (JRTC)

100 W. Randolph Street, Suite 4-500

Chicago, Illinois 60601

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10/06/2020

Job Title: **Dietary Manager I - Opt 1 (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-04**

Requires knowledge, skills and mental development equivalent to completion of four years college with courses in dietetics. Requires one-year professional experience in a large-scale food service program. Requires possession of a current valid certificate as a Certified Dietary Manager (CDM). Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class. Requires working knowledge of the Department of Public Health food service standards and regulations concerning the sanitary preparation, serving and storage of food in relation to large scale food service. Requires working knowledge of nutritional and therapeutic meals for the elderly. Requires the ability to supervise subordinates in preparing and serving general and special menus and performing other food service functions. Requires ability to supervise quantity food preparation and cooking with economy and efficiency. Requires ability to judge food materials and to make estimates of requirements and requisitions needed for food, supplies and equipment. Requires ability maintain satisfactory working relationships with other employees of the department. Requires ability to maintain food service records and prepare related reports. Honorable discharge from the U.S. Military preferred.

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10/06/2020

Job Title: **Stores Clerk**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County Zone 2, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-18**

Requires knowledge, skill and mental development equivalent to completion of four years high school. Requires elementary knowledge of storeroom methods and procedures, transportation modes, shipment methods and kinds and grades of foodstuffs, maintenance, medical or office supplies. Requires ability to keep simple receiving and shipping records. Requires ability to perform arduous labor. Requires ability to understand and follow oral or written instructions. Prefers experience with property control/inventory systems.

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10/06/2020

Job Title: **Account Technician I (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-19**

Requires working knowledge, skill and mental development equivalent to completion of two years of college and completion of an approved training course or three years of related clerical bookkeeping experience. Requires working knowledge of accounting techniques. Requires working knowledge of state accounting procedures. Requires working knowledge of office methods and procedures. Requires working knowledge of principles and functions of standard office accounting machines and experience. Requires ability to apply established accounting techniques. Prefers one year of experience with ERP/SAP accounting systems.

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10/06/2020

Job Title: **Account Clerk II (Upward Mobility Target Title)**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **2**
Plan/BU: **RC014**
Bid ID#: **34-127-21-20**

Requires working knowledge, skill and mental development equivalent to completion of four years of high school. Requires one year of office experience, including bookkeeping work. Requires working knowledge of bookkeeping principles and practices. Requires working knowledge of office methods and procedures. Requires ability to apply bookkeeping principles. Requires ability to make rapid and accurate arithmetic calculations either manually or by machine. Prefers one year of experience with ERP/SAP accounting systems.

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10/06/2020

Job Title: **Property & Supply Clerk III**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC014**
Bid ID#: **34-127-21-21**

Under general direction of the Business Administrator, maintains the inventory and property control program for the Chicago Veterans' Home; performs clerical work in controlling, accounting for and requisitioning property, supplies and equipment; maintains a complete record of all state property including value and location at the home per the State Property Control Act and related policies and procedures. Assigns a new State property number for each item and affixes the tag number to the piece of equipment; requests information concerning prices, availability specification and delivery dates from vendors; serves as liaison with vendors to resolve any issues or discrepancies with orders. Tracks and records all equipment inventory movements within the home and all items transferred to or from an outside agency in the property accounting system.

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Springfield, IL 62704

Ph: 217-785-7208

Fax: 217-557-7235 (fax is the preferred method of receiving apps)

Email: IDVA.HR.Applicants@Illinois.gov

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



10/06/2020

Job Title: **Dietary Manager II, Opt 1**
Agency: Department of Veterans' Affairs
Closing Date/Time: Fri. 10/09/20 4:00 PM Central Time
Salary: Depends on Qualifications
Job Type: Full-Time
Location: Cook County, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **34-127-21-25**

Requires knowledge, skills and mental development equivalent to completion of four years college with courses in dietetics. Requires possession of a current valid certificate as a **Certified Dietary Manager (CDM)**. Requires two years of professional experience in a large-scale food service program. Requires extensive knowledge of the IL Department of Public Health food service standards and regulations concerning the sanitary preparation, serving and storage of food in relation to large scale food service. Requires thorough knowledge of food service management with emphasis on food costs, ordering procedures, and fiscal accounting methods. Requires extensive knowledge of nutritional and therapeutic meals for the elderly and the ability to direct staff in the preparation and serving of such meals. Requires ability to maintain satisfactory working relationships with other employees of the Department. Prefer licensure by the State of Illinois as a Dietitian/Nutritionist.

Submit Applications To: (must be postmarked by closing posting date)

IL Dept. of Veterans' Affairs

Attn: HR - Hiring

833 S. Spring St.

Springfield, IL 62704

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10/06/2020

Job Title: **Day Care Licensing Representative II - Opt SS
(Upward Mobility Target Title)**
Agency: Department of Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance; requires ability to speak and write Spanish at a colloquial skill level.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

This position requires an automated test. Interested applicants should take a copy of this posting and a [CMS 100 Employment Application](#) (version dated 07/2019), preferably with a legible copy of your Official college transcripts to a CMS testing center.

Questions regarding completion of your application for this title can be directed to work4dcfs@illinois.gov.

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).



10/06/2020

Job Title: **Day Care Licensing Representative II (Upward Mobility Target Title)**
Agency: Department of Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC063**
Bid ID#: **Continuous**

Requires a bachelor's degree from an accredited college or university with specialization in early childhood education or child development; requires a minimum of 18 hours of coursework in child development or early childhood education; requires two years professional experience in early childhood, daycare center, kindergarten, or a daycare licensing program; requires possession of a valid driver's license, access to an operating vehicle, and proof of current auto insurance.

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10/06/2020

Job Title: **Child Protection Specialist - Opt SS**
Agency: Department of Children & Family Services
Salary: Depends on Qualifications
Job Type: Full-Time
Location: 2 Counties, Illinois
Number of Vacancies: **1**
Plan/BU: **RC062**
Bid ID#: **Continuous**

Preferably requires a master's degree in social work; or requires a master's degree in a related human service field, in criminal justice, criminal justice administration, or law enforcement and one year of directly related professional experience; 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; requires possession of a valid driver's license, daily access to an automobile, and proof of vehicle insurance; requires physical, visual, and auditory ability to carry out assigned duties; requires ability to serve on 24 hour "on call" duty; requires ability to speak and write Spanish at a colloquial skill level.

This posting is for recruitment purposes and is intended for those currently not employed with DCFS

Interested applicants should submit a [CMS 100 Employment Application](#) (version dated 07/2019), and preferably a legible copy of your Official college transcripts to DCFS.Work4DCFS@illinois.gov

Applicants should indicate 2 work county choices on their [CMS 100 Employment Application](#)

Additional Documentation for Child Protection Specialist SS:

[Class Specification](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

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10/06/2020

Career Counseling Services

State government career counseling services are provided by CMS Assessment Centers either by mail, email or through individual, in-person counseling sessions. Note that in-person counseling sessions are available at all CMS Assessment Centers by appointment only on a limited, first come-first serve basis and available sessions fill up quickly so applicants are strongly encouraged to take advantage of career counseling services offered via mail or email.

Counseling by Mail: If you want to take advantage of counseling by mail, complete a CMS-100 application, indicate that you want counseling by mail and your geographic employment preferences and salary requirements, and mail your application and request to the Chicago or Springfield assessment center. To ensure prompt service, mark the envelope "Request for Counseling by Mail." Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and will send back a list of potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Counseling by Email: If you prefer, you can request counseling by email. Complete and attach to the email your CMS-100 application, indicate that you want counseling by email along with your geographic employment preferences and salary requirements, and email your request and application to: CMS.CounselingByEmail@Illinois.gov

Upon receipt, career counseling staff will evaluate your education and experience along with your employment interests and preferences as to salary and geographic location and respond via email with potential state position titles for which you may qualify that coincide with your interests and preferences along with examination information. You may contact the assessment center if you have any follow-up questions once you receive and review this information.

Career Counseling Session: If you schedule an appointment for a career counseling session at a CMS Assessment Center, you must complete and bring your CMS-100 application with you to the assessment center. A career counseling session lasts approximately 30 minutes. The career counselor will review your education and experience as reported on your CMS-100 application and discuss state government employment opportunities with you that match your credentials and employment preferences with position titles for which you may be qualified and answer any questions you may have regarding examination procedures and eligibility requirements. If you are unable to make your appointment, please contact the assessment center in advance to cancel your appointment.

Career Services also provides special assistance to Illinois veterans through the [Veterans Outreach Program](#). Please direct all Veteran Outreach issues directly to VeteransOutreachByEmail@illinois.gov.

From its Chicago office, CMS also offers the [Diversity Enrichment Program](#) (DEP) headquartered in the James R. Thompson Center (JRTC). The Program is responsible for the recruitment of well-qualified candidates for employment in underutilized categories for State employment through targeted outreach events and applicant counseling and is a resource for all State agencies, boards and commissions to supplement their recruiting efforts and develop strategies for diversification.

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).