



STATE OF ILLINOIS
Department of Human Services

<http://work.illinois.gov>

Invites applications for the position of:

SOCIAL SERVICES CAREER TRAINEE

An Equal Opportunity Employer

BID ID #: Cont. NEW TESTING PROCEDURES
JOB TYPE: Full-Time **NUMBER OF VACANCIES:** 20
PLAN/BU: RC062

SALARY

\$3,544.00 - \$5,001.00 Monthly \$42,528.00 - \$60,012.00 Annually

OPENING DATE: 08/11/20

CLOSING DATE: Continuous

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under direct supervision, receives on the job training for a period of six to twelve months to develop the knowledge, understanding and practical skills needed to manage a public assistance caseload such as Temporary Assistance to Needy Families (TANF) including earned income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Aid to the Aged, Blind and Disabled (AABD), Group Care, Supplemental Nutrition Program (SNAP) or other such cases; receives training to explain work incentive programs and to encourage client participation; receives training to assist client in resolving problems that interfere with work or educational opportunities. Communicates with customers and other Department of Human Services (DHS) staff in both verbal and written form.

MINIMUM REQUIREMENTS

Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences. Requires ability to understand and follow oral and written instructions. Requires the ability to communicate effectively in verbal and written form.

WORK HOURS & LOCATION/AGENCY CONTACT

Social Services Career Trainee positions are available throughout the state.

HOW TO APPLY

TO APPLY FOR A GRADE SEND A COMPLETED CMS100, DATED 7/19 OR NEW TO

DHS.FCS.Grading@illinois.gov

Applications will be graded based on Training, Education and Experience - no automated test is required.

For information regarding other positions available go to: <http://work.illinois.gov> (listed at the top of posting) and to access the most recent CMS100, employment application.

For DHS assistance contact: dhs.recruitment@illinois.gov

APPLICATIONS MAY BE FILED ONLINE AT:
<http://work.illinois.gov>

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MJ