



State of Illinois
Department of Human Services



BENEFITS OF WORKING FOR



ILLINOIS DEPARTMENT
OF HUMAN SERVICES



Exciting Career Opportunities

The Illinois Department of Human Services has fulfilling career opportunities in a variety of public service sectors including but not limited to: Public Safety, Human Services, Healthcare, Public Health, Professional Regulation, Business Development and many more. The Illinois Department of Human Services offers career growth potential regardless of your chosen career path.

In-Demand Employment Opportunities

- Social Services Career Trainee
- Registered Nurse
- Dietitian
- Cook I
- Mental Health Technician
- Psychologist
- Rehabilitation Counselor Trainee
- Public Aid Eligibility Assistant
- Social Worker II
- Hearing & Speech Associate
- Hearing & Speech Specialist
- Physician
- Psychiatrist
- Internal Medicine
- Medical Director
- Dentist (I & II)
- Information Services Specialist I
- Information Systems Analyst I
- Activity Therapist
- Office Associate



WORK LIFE INTEGRATION

- 37.5 hour workweek
- 25 paid days off available the first year of employment
- 13 paid holidays
- Rollover vacation and sick time
- Flexible work schedules



FINANCIAL WELLNESS

- Bilingual Deferential - 5% of annual salary
- Retirement and pension
- Deferred Compensation
- Flexible Spending Accounts
- Educational loan forgiveness and reimbursement

IDHS offers a **multitude of career opportunities!**

TO APPLY FOR IDHS JOBS START HERE:

HOW TO APPLY

https://youtu.be/Egkn_9j56DI



APPLY ONLINE

www.dhs.state.il.us/jobs



CONTACT US

DHS.Recruitment@Illinois.gov



PROFESSIONAL DEVELOPMENT

- Upward Mobility Program
- Career Mobility Program
- Paid Education and Training
- CMS University
- Career growth potential



HEALTH

- Health, Vision and Dental Benefits (no waiting period)
- Life Insurance
- Medical Care Assistance Program
- Health Savings Account
- Dependent Care Assistance Program
- Commuter Savings Program
- Be Well Illinois Wellness Program

The Illinois Department of Human Services (DHS) is proud to be an Equal Employment Opportunity Employer. DHS makes all employment decisions without regard to age, race, color, creed, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, physical and mental disability, marital status, genetic information, or any other characteristic protected by federal or state law.





I APPLIED, NOW WHAT?

APPLICATION SUBMISSION

You will receive an email confirming receipt of your application.

Applications will be reviewed when the application window closes.

Please allow **at least** 60-75 days from the application closing date to hear on next steps.

If the position is filled internally, no action will be taken on your application.
Application process ends.



If the position is not filled internally, your application may be reviewed.
If your application is reviewed, you will receive a validation notice.



ESTABLISH A GRADE / VALIDATION:

For positions that require an examination:



All testing is by appointment only. CMS will contact you to arrange a date and time to visit a testing center to complete the exam. You will be issued a grade notice after completing the automated exam. Your grade is active for 1 year.

For positions that do not require an exam:



If your application is reviewed, you will receive a validation notice informing you if you were deemed qualified or not for the position.

Unqualified - Application process ends.



Qualified



IF THERE'S AN INTEREST:

You may receive an email or a call with a job offer. You must reply within the designated date/time.

You may receive an email to schedule an interview. You must reply within the designated date/time.

To be considered for a position, you must apply online for each job opening, even if you have already received a passing grade on an exam or a qualifying validation notice. When you receive such a grade or notice, make sure to upload a copy to your profile under "My Documents" every time you apply for the same job title.

The state's hiring process can be competitive and lengthy. It's essential to remain patient and consistent. Do not give up, keep applying! REMEMBER! PERSISTENCE AND PATIENCE ARE KEY!

APPLY TODAY!
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Health Benefits:

Employees and their qualified dependent(s) may select a Health Maintenance Organization (HMO) plan, an Open Access Plan (OAP), a Preferred Provider Organization (PPO) plan or an IRS-approved high deductible plan, the Consumer Driven Health Plan (CDHP). If no election is made within the enrollment period, new employees are enrolled in the PPO plan with no dependent(s).

Vision Benefits:

Employees and dependents enrolled in State health benefits receive vision coverage at no cost.

Dental Benefits:

Employees and dependents enrolled in State health benefits may select dental coverage.

Life Insurance:

All Group Insurance-eligible employees are provided basic life insurance equal to their annual salary at no cost. Employees may also select optional life insurance at 1 – 8 times their basic life amount for an additional post-tax cost per \$1,000 of coverage; new employees may select up to 4 times their basic life amount with no underwriting. Accidental Death and Dismemberment (AD&D), Spouse Life and Child Life (guaranteed issue) coverage are also available for an additional post-tax cost.

Be Well Illinois:

Employees have access to this award-winning comprehensive wellness program to help State employees and retirees create and maintain an active lifestyle and gain easy access to mental health awareness materials and treatment, financial services, nutritional information and group and individual exercise programs. These benefits, in addition to primary care visits, health screenings and immunizations like the flu shot, are offered at no-cost to plan participants.

Visit <https://cms.illinois.gov/benefits/stateemployee/bewell.html> or connect on Facebook at www.facebook.com/BeWellIllinois.



Employee Assistance Program:

All employees and their dependents are provided a free, voluntary and confidential program that provides problem identification, counseling and referral services for daily dilemmas and with help to cope with more difficult situations like stress, the loss of a loved one or substance abuse issues.

Optional Pre-Tax Programs:

- Medical Care Assistance Program (MCAP) is available to all members to use pre-tax contributions to pay for out-of-pocket medical expenses such as co-payments, co-insurance, deductibles and prescriptions.
- Health Savings Account (HSA) available to certain members enrolled in the CDHP to use pre-tax contributions to pay for out of pocket medical expenses such as co-payments, co-insurance, deductibles and prescriptions.
- Dependent Care Assistance Program (DCAP) is available for employees with qualifying dependents to use pre-tax contributions to reimburse for eligible day care expenses.
- Commuter Savings Program (CSP) is available for non-University employees to use pre-tax contributions to purchase or reimburse work-related transit or parking expenses.

Deferred Compensation:

All State of Illinois Employees are eligible to participate in an optional retirement savings account. Participants have the option to make tax-deferred or Roth contributions through payroll deductions.

To learn more about the Plan please visit: <https://www2.illinois.gov/cms/benefits/Deferred/Pages/DeferredCompensation.aspx>.



Upward Mobility Program:

Designed to provide designated groups of State employees with career counseling and direct-paid educational and training opportunities that will permit employees to work toward advancement in selected career paths.

State Employees Retirement Plan:

State employees are eligible for a Pension benefit after completing a minimum of 10 years of service. Receive Monthly Pension Income at retirement and Survivor Benefits (non-occupational and occupational death benefits) advancement in selected career paths.



Tips for Completing Your Online Application



1. Only apply for jobs that you are interested in, qualified for and willing to travel to.
2. Remember, the application should be as detailed and informative as possible. This is your opportunity to sell yourself. Be truthful, thorough, and do not abbreviate.
3. If the position requires a resume, it will be stated on the posting – **“YOU MUST INCLUDE A RESUME”**. Even if the position does not require a resume, it’s **ALWAYS** a good idea to upload an updated resume – make sure it details your relevant experience, education, and background.
4. If the position requires specific licensure, certification, or degree, upload the supporting documents. Example - Cook I – add the sanitation license.
5. Fill out the entire education section with specifics.
6. Upload transcripts - official or unofficial copies are acceptable.
7. Veterans – attach their DD214 / DD215.
8. Previous Employment section: Add all relevant work history.
9. Degree - Must indicate your major.
10. Add all relevant skills – if you are bilingual add it! **Bilingual is a HUGE PLUS!**
11. Application Questions section - Pay close attention to the wording of the tailored questions. Answer all parts of the question with detailed information.
12. Do not respond to questions with “Please see resume:”
13. “Upper mobility” – if you are not a current employee, these questions do not pertain to you.
14. Double check your information before you save and submit your application. Once you submit your online application for a particular job, you will not be able to make changes and resubmit for the same posting.
15. Save a copy of the posting - once it closes, you will not be able to retrieve a copy.
16. You are not considered an applicant until you submit a formal online application on our website: dhs.state.il.us/jobs
17. You can check the status of your application by logging into your profile and selecting the “Jobs Applied” section. Click to check status.
 - **Application Received** – A position has been applied for, but it has yet to be reviewed.
 - **In Process** – The candidate is still under consideration. The status will likely show this for most of the time. This starts with validation of qualifications and will not update until an applicant is hired, and the requisition has closed.
 - **Process Complete** – The candidate has either been auto-disqualified, disqualified at validation, or withdrawn from consideration for reasons such as not scheduling/showing up to scheduled interviews.
 - **Requisition Closed** – The requisition has completed, could be the result of a hire being made, if there are no qualified candidates, or if the agency has cancelled the requisition
18. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s).
 - You may receive emails from the following addresses: donotreply@SIL-P1.ns2cloud.com or systems@SIL-P1.ns2cloud.com
19. If you experience difficulty logging into the My Candidate Profile section, please contact ilacts@illinois.gov for assistance.
20. Do not give up, continue to apply – **PERSISTENCE AND PATIENCE ARE KEY!**

! Number one reason applications are rejected - **Not able to explain their work experience in detail and missing supporting documentation – license, transcripts, certificates, resume, etc.**

Additional information:

- Jobs are posted for 10 business days.
- Must submit an online application by the listed closing date.
- Each job requires a separate application.
- There is no limit to the number of jobs that you can apply for.
- When applying with the state, the key is to continue to apply for positions that interest you and for which you meet all the minimum requirements.

Please allow at least 60-75 days from the application closing date to hear on next steps

Feel free to register for our next **Virtual Recruitment Presentation** that highlights high-need job titles, the benefits of working with the state, and breakdown the application process.

To register and attend our next virtual recruitment event, please click on the link below or scan the QR code: [Register](#)



HOW TO APPLY 

https://youtu.be/Egkn_9j56DI

APPLY ONLINE 

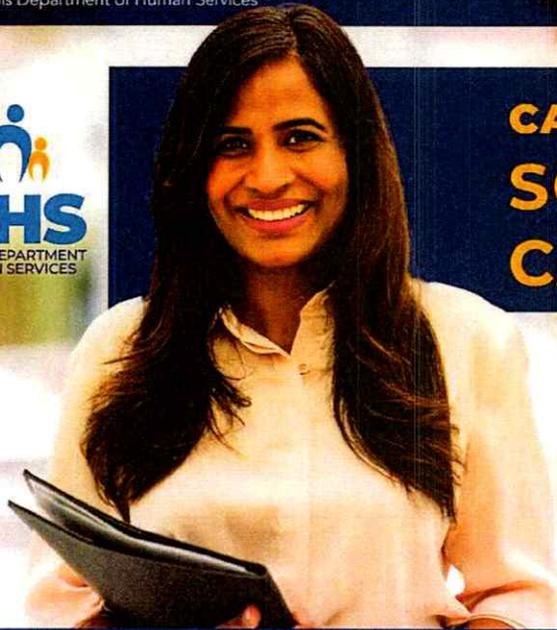
www.dhs.state.il.us/jobs

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The Illinois Department of Human Services (IDHS) is an equal opportunity employer. It is the policy of IDHS to employ qualified personnel; to provide equal employment opportunities in the hiring and promoting of individuals; and to administer these activities in a manner that does not discriminate against any person. Employment decisions shall not discriminate against any individual because of race, color, religion, sex, age, national origin, ancestry, marital status, physical or mental disability, unfavorable discharge from military service, political affiliation or sexual orientation.



CAREER PATHWAY SPOTLIGHT: SOCIAL SERVICE CAREER TRAINEE

The Division of Family & Community Services is hiring Social Services Career Trainees (SSCT). The SSCT aids customers seeking public assistance services. They meet with clients, assess their case, and recommend programs and services they may qualify for. The Division aims to improve the health and well-being of Illinois residents, promote self-sufficiency, and maintain family integrity through its programs, services, and prevention efforts.

Discover your career pathway to **EXCELLENCE!**

\$52,944
Compensation+
Benefits+

01 Social Service Career Trainee

Equivalent experience to the completion of 4 years of college or Bachelor's Degree



NO EXPERIENCE REQUIRED
New Graduates Welcome!

START

\$62,148-\$88,092
Compensation+
Benefits+

02 Human Service Caseworker

Completion of an approved training program



1 year of professional casework experience

1 Year

\$68,436-\$98,040
Compensation+
Benefits+

03 Staff Development Specialist I

Equivalent experience to the completion of 4 years of college or Bachelor's Degree



2 years of professional experience in Education or related field

2 Years

\$76,068-\$110,136
Compensation+
Benefits+

04 Human Service Casework Manager

2 years professional supervisory experience in a public welfare program or 3 years professional experience in welfare

3-5+
Years

5% Bilingual
Differential!

APPLY TODAY!

www.dhs.state.il.us/jobs



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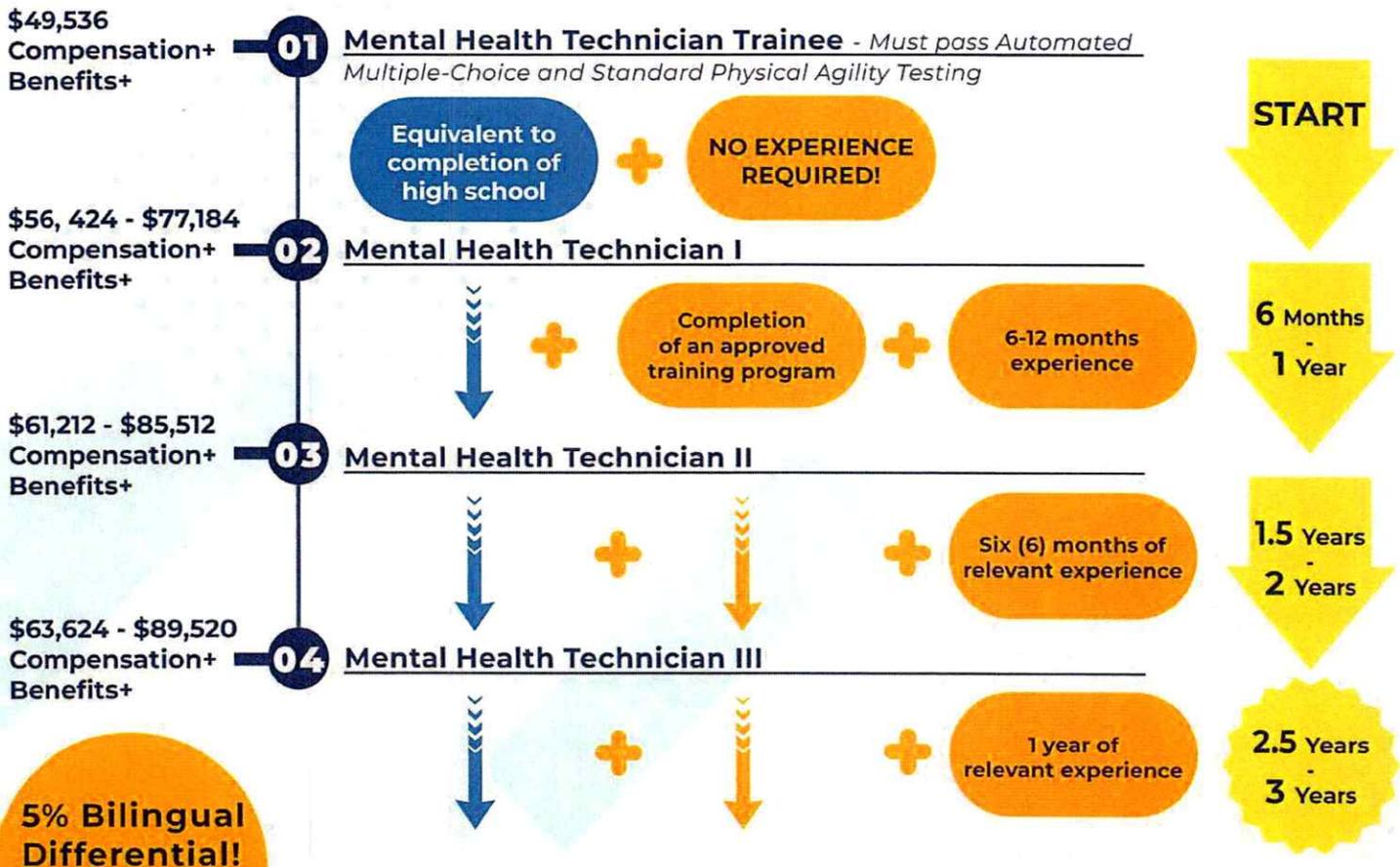


CAREER PATHWAY SPOTLIGHT: MENTAL HEALTH TECHNICIAN TRAINEE



IDHS offers diverse and rewarding career options including a promotional series of Mental Health Technician Trainee opportunities. Mental Health Technician performs relevant duties associated with the direct care and treatment designed to help individuals achieve greater mental, physical, and social development.

Discover your career pathway to **EXCELLENCE!**



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www.dhs.state.il.us/jobs



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State of Illinois
Department of Human Services

High Need Titles

Search for Jobs: www.dhs.state.il.us/jobs

Title	Minimum Requirements
Hearing & Speech Associate	Requires possession of a master's degree in speech-language pathology or audiology from an approved program. Requires ability to communicate in sign language at an advanced level.
Hearing & Speech Specialist	Requires possession of a master's degree in speech-language pathology or audiology from an approved program. Requires a license to practice speech-language pathology or audiology from the Illinois Department of Financial and Professional Regulation (DFPR).
Physician	Requires an Illinois license to practice medicine.
Physician Specialist	Requires an Illinois license to practice medicine and American Board Certification in Internal Medicine.
Medical Director	Requires an Illinois license to practice medicine and an American Board of Medical Specialties certification or its equivalent in Psychiatry. Requires three (3) years of substantive medical administrative experience in the directing, planning and evaluating a medical/clinical program.
Dentist (I & II)	Requires graduation from an accredited college of dentistry. Requires a valid license to practice dentistry and oral surgery in Illinois.
Information Services Specialist I	Requires knowledge, skill and mental development equivalent to two years of college with course work in computer science or directly related fields.
Information Systems Analyst I	Requires knowledge, skill and mental development equivalent to four years of college with course work in computer science or directly related fields, and requires one year of professional experience in a related Information Technology field.
Activity Therapist	Requires a bachelor's degree with a major in therapeutic recreation, music therapy, art therapy, dance therapy, drama therapy, leisure studies or recreation with a specialization in recreational therapy, including successful completion of an approved internship, fieldwork, or practicum.
Educator	Requires a current and valid Illinois State Board of Education (ISBE)-issued Professional Educator License.
Accountant	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.
Office Assistant	Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year office experience.
Office Associate	Requires knowledge, skill, and mental development equivalent to completion of high school and two years of office experience. Requires the ability to keyboard accurately at 45 wpm.



For more information, contact the IDHS Recruitment Office:

DHS.Recruitment@Illinois.gov

Search for Jobs: www.dhs.state.il.us/jobs



Programs, activities and employment opportunities in the Illinois Department of Human Services are open and accessible to any individual or group without regard to age, sex, race, sexual orientation, or religion. The department is an equal employer and practices affirmative action and reasonable accommodation programs.

IDHS 5006 (R-03-23) High Need Titles

Printed by Authority of the State of Illinois P.O.#25-0945 40,000 Copies





Title	Minimum Requirements
Social Services Career Trainee	Requires Bachelor's degree in anthropology, psychology, sociology, social welfare or equivalent educational attainment in a related field of the social sciences.
Mental Health Technician Trainee	High School or GED, no experience required.
Registered Nurse	Requires graduation from an approved nursing education program - associates, bachelor's, etc. resulting in licensure as a Registered Nurse in the State of Illinois.
Dietitian	Bachelor's & licensure as a dietitian nutritionist by the Department of Financial and Professional Regulation. Requires possession of a current Food Service Sanitation Certificate issued by the Illinois Department of Public Health -OR- possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).
Cook I	Requires knowledge, skill and mental development equivalent to the completion of high school and six months of cooking experience which provides working knowledge of food preparation and cooking methods on a large-scale basis. Requires possession of a valid Food Service Sanitation Certificate issued by the Illinois Department of Public Health, or requires possession of a Certified Food Protection Manager (CFPM) certification from a program accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).
Psychologist Associate	Requires a master's degree in Psychology from a recognized college or university and working knowledge of testing procedures and standard test forms and devices used in ascertaining intelligence, aptitude, personality, and other related physical and mental traits.
Psychologist I	Requires a master's degree in psychology from a recognized college or university supplemented by two years professional experience in psychology or satisfactory completion of the psychologist associate program.
Rehabilitation Counselor Trainee	Requires possession of a Master's Degree from a college or university program accredited by the Council On Rehabilitation Education (CORE); or, a Master's Degree from an accredited college or university in rehabilitation counseling, rehabilitation administration, clinical psychology, counseling psychology, deaf education, special education, or a closely related field. Requires ability to travel.
Public Aid Eligibility Assistant	Requires knowledge, skill and mental development equivalent to completion of high school. Requires one year of clerical supportive experience.
Social Worker II	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.



For more information, contact the
 IDHS Recruitment Office: DHS.Recruitment@Illinois.gov
 Search for Jobs: www.dhs.state.il.us/jobs

