

Dear Prospective Employee:

Thank you for your interest in employment with the Illinois Department of Human Services (IDHS). We continuously strive to identify and hire professionals to advance the mission of this agency.

IDHS is comprised of more than 13,500 employees in offices statewide, where, at any given time, job opportunities might be available. This creates the potential for you to serve the community in which you live.

As you make your way through the application process, we encourage you to take full advantage of all the resources that the Bureau of Recruitment and Hiring provides. Please do not hesitate to call upon one of our recruiters for assistance. Again, thank you for your interest in employment with IDHS.

Sincerely,
**Bureau of Recruitment
and Hiring**



IDHS Divisions:

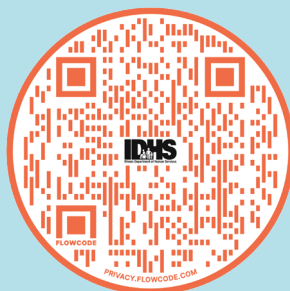
- Division of Developmental Disabilities (DDD)
- Division of Family and Community Services (DFCS)
- Division of Mental Health (DMH)
- Division of Rehabilitation Services (DRS)
- Division of Substance Use Prevention and Recovery (SUPR)
- Division of Early Childhood (DEC)

**Please contact the IDHS
Recruitment Team:**

DHS.Recruitment@Illinois.gov

Send your resume our way now!

Register to attend our next Virtual
Recruitment Event!



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, disability, ethnic origin or religion. The department is an equal opportunity employer and practices affirmative action and reasonable accommodation programs.



IDHS 4500 (R-08-22) Recruitment and Hiring
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State of Illinois
Department of Human Services



Career Opportunities with the Illinois Department of Human Services

*IDHS is proud of its diversity,
efficiency, and the services that
the agency and its community
partners provide to Illinois citizens.*



Applying for a Position:

Scan to view our current vacancies:



First Things First:

Positions are posted a minimum of 10 days

1. Visit our website: www.dhs.state.il.us/Jobs
2. Search jobs by: *Job title, Location, County or Job Function*
3. Review Posting
4. Must submit an online application. Using our online application: Click the “Apply” button
5. Create a profile
6. Submit your online application.
 - *Must submit application by the application closing date.*
 - *Jobs are posted for 10 business days.*
 - *Each individual job requires its own application*
7. Create a Profile to set up Job Alerts

Tips On Completing the Online Application:

- If you speak a second language, include the information on your application in the skills section.
- Double check your information prior to submitting your online application.
- Include all required documents:
- Save a copy of the posting for your records.

Testing:

If an exam is required for the position you are applying for, a representative from the testing center will contact you directly to schedule a date and time to complete the exam at one of the testing centers. Grades will only be issued for titles that require an exam – see below.

All testing is by appointment only.

Exam Titles: **Only the titles that read Option 3*

- Executive Secretary I
- Executive Secretary II
- Executive Secretary III
- Office Administrator II, III, IV, V
- Office Aide
- Office Assistant
- Office Associate
- Office Coordinator
- Office Specialist

Career Counseling:

State government career counseling services are provided by CMS Assessment Centers virtually, email or mail. Career counseling staff will work with you to evaluate your education and experience, employment interests/preferences, salary expectations, and geographical location to determine the titles for which you may qualify.

Email Address:

CMS.CounselingByEmail@Illinois.gov

Benefits:

No waiting period!

- Diverse, Challenging and Rewarding Experience
- Competitive Health, Vision, and Dental Plans
- 13+ Paid Holidays a Year
- 12 Sick Days a Year
- 10 Vacation Days a Year to Start
- 3 Personal Days a Year

- Maternity and Paternity Leave
- State Pension, Social Security, and Deferred Compensation Invest Plan
- Flexibility to change careers – Upward Mobility Program
- Tuition Reimbursement & Federal Loan Forgiveness Eligibility
- Upward Mobility Program
- Community Behavioral Health Care Professional Loan Repayment Program
- Flexible Spending Account
- 5% Bilingual Pay Differential
- 37.5 Work Week for (Most Titles)

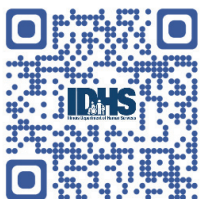
High Need Titles:

- Registered Nurse I & II (*Licensed in Illinois*)
- Mental Health Technician Trainee (*equivalent to a C.N.A, no experience required*)
- Social Worker (*Masters*)
- Dietitian (*Licensed in Illinois*)
- Hearing & Speech Associate (*Masters*)
- Hearing & Speech Specialist (*Licensed in Illinois*)
- Physician (*Licensed in Illinois*)
- Physician Specialist (*Licensed in Illinois*)
- Medical Director (*Licensed in Illinois*)
- Dentist I & II (*Licensed in Illinois*)
- Information Services Specialist I & II (*Bachelors*)
- Information Systems Analyst I, II, III (*Associates*)
- Rehabilitation Counselor Trainee (*Masters*)
- Psychologist (*Masters*)
- Psychologist Associate (*Masters*)
- Activity Therapist (*Bachelors*)
- Educator (*Licensed by ISBE*)
- Social Services Career Trainee (*Bachelors*)
- Accountant (*Bachelors*)
- Cook I & II (*Valid Food Service Sanitation Certificate from IDPH or Certified Food Protection Manager from ANSI*)
- Office Assistant (*HS Diploma/GED*)
- Office Associate (*HS Diploma/GED*)
- Public Aid Eligibility Assistant (*HS Diploma/GED*)

BILINGUAL A HUGE PLUS!



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



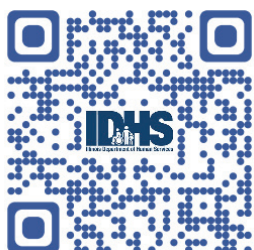


State of Illinois
Department of Human Services

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



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IDHS 5006 (N-06-22) High Need Titles Printed by the Authority of the State of Illinois WEB

ILLINOIS DEPARTMENT OF HUMAN SERVICES

VIRTUAL RECRUITMENT PRESENTATION SCHEDULE 2023

The Illinois Department of Human Services is currently hiring for positions in all areas - professional, healthcare, administration, technical, clerical/administrative and service. Join our next presentation to learn about various career opportunities, the benefits of working with the State, tips on completing the online employment application and get answers regarding the hiring process.



JANUARY

Click link to Register [January 4th, 10am - 11am](#)
[January 18th, 2pm - 3pm](#)
[January 25th, 2pm - 3pm](#)
(Spanish)

FEBRUARY

Click link to Register [February 1st, 10am - 11am](#)
[February 15th, 2pm - 3pm](#)
[February 22nd, 2pm - 3pm](#)
(Spanish)

MARCH

Click link to Register [March 1st, 10am - 11am](#)
[March 15th, 2pm - 3pm](#)
[March 22nd, 2pm - 3pm](#)
(Spanish)

APRIL

Click link to Register [April 5th, 10am - 11am](#)
[April 19th, 2pm - 3pm](#)
[April 26th, 2pm - 3pm](#)
(Spanish)

MAY

Click link to Register [May 3rd, 10am - 11am](#)
[May 17th, 2pm - 3pm](#)
[May 24th, 2pm - 3pm](#)
(Spanish)

JUNE

Click link to Register [June 7th, 10am - 11am](#)
[June 21st, 2pm - 3pm](#)
[June 28th, 2pm - 3pm](#)
(Spanish)

JULY

Click link to Register [July 5th, 10am - 11am](#)
[July 19th, 2pm - 3pm](#)
[July 26th, 2pm - 3pm](#)
(Spanish)

AUGUST

Click link to Register [August 2nd, 10am - 11am](#)
[August 16th, 2pm - 3pm](#)
[August 23rd, 2pm - 3pm](#)
(Spanish)

SEPTEMBER

Click link to Register [September 6th, 10am - 11am](#)
[September 20th, 2pm - 3pm](#)
[September 27th, 2pm - 3pm](#)
(Spanish)

OCTOBER

Click link to Register [October 4th, 10am - 11am](#)
[October 18th, 2pm - 3pm](#)
[October 25th, 2pm - 3pm](#)
(Spanish)

NOVEMBER

Click link to Register [November 1st, 10am - 11am](#)
[November 15th, 2pm - 3pm](#)
[November 22nd, 2pm - 3pm](#)
(Spanish)

DECEMBER

Click link to Register [December 6th, 10am - 11am](#)
[December 20th, 2pm - 3pm](#)
[December 27th, 2pm - 3pm](#)
(Spanish)

SCAN TO VIEW CURRENT VACANCIES



Dhs.Recruitment@Illinois.gov |



[Link to Current Vacancies](#) |



[Link to Employee Benefits](#)