

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:

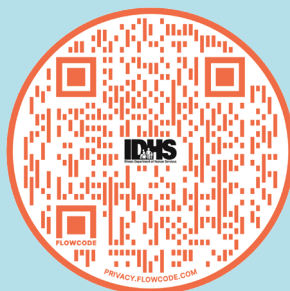
- Division of Developmental Disabilities (DDD)
- Division of Family and Community Services (DFCS)
- Division of Mental Health (DMH)
- Division of Rehabilitation Services (DRS)
- Division of Substance Use Prevention and Recovery (SUPR)
- Division of Early Childhood (DEC)

**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-12-21) Recruitment and Hiring
Printed by the Authority of the State of Illinois. Web



State of Illinois
Department of Human Services



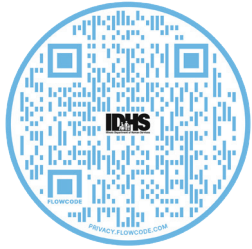
**Career
Opportunities
with the Illinois
Department of
Human Services**

*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 14 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. Submit Application per posting instructions
5. Create a Job Alert/s

There are two ways to apply:

The posting will indicate the required method.

- Completing the CMS100 Employment Application -or-
- Completing the Online Application

Submit application per posting instructions by the closing date.

Grading:

Grade notices are issued only for positions that require a CMS100 or an exam. Depending on the job title, grade notices are received via mail or on the day you complete the exam.

Your grade is valid for one year.

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.

All testing is by appointment only.

Tips on Completing the CMS100:

- Title - as it reads on the posting
- BID ID # - Posting or Requisition ID
- Social Security # - full number required
- Option - Enter a second language option – SS for Spanish Speaking & CH for Chinese & PO for Polish etc.
- Must sign – Type in your name and date
- Experience – work experience, volunteer, and internship experience
- Be truthful, thorough, and detailed
- Do not abbreviate
- Double check your information
- Submit application per posting instructions
- Save a copy of the posting for your records

Career Counseling:

State government career counseling services are provided by CMS Assessment Centers virtually, by mail or via email. 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:

We offer a Diverse, Challenging and Rewarding work Experience!

- Competitive Health, Vision, and Dental Plan
- 12+ Paid Holidays a Year
- 12 Sick Days a Year
- 10 Vacation Days a Year to Start
- 3 Personal Days a Year
- State Pension & Deferred Compensation
- Flexibility to change careers
- Tuition Reimbursement & Loan Forgiveness Eligibility Program
- Flexible Spending Account
- 5% Bilingual Pay Bonus
- 37.5 Work Week (for most titles)

No waiting period!

High Need Titles:

- Social Services Career Trainee (*Bachelors*)
- Educator (*Licensed by ISBE*)
- Registered Nurse I & II (*Licensed in Illinois*)
- Dietitian (*Licensed in Illinois*)
- Activity Therapist (*Bachelors*)
- Accountant
- Rehabilitation Counselor Trainee (*Masters*)
- Mental Health Technician Trainee (*equivalent to a C.N.A, no experience required*)
- Office Assistant
- Office Associate
- Public Aid Eligibility Assistant
- Rehabilitation Case Coordinator I
- Cook I & II (*Valid Food Service Sanitation Certificate from IDPH or Certified Food Protection Manager from ANSI*)

BILINGUAL A HUGE PLUS!