



State of Illinois  
Department of Human Services

# We are Hiring!

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The Division of Family & Community Services (FCS) has local offices across the state. These offices are known as Family Community Resource Centers (FCRCs) and they provide many types of services and information. FCS improves the health and well-being of families and individuals through partnerships and services that build community competence. We work with our customers, providers, and advocates to achieve high standards of service.

## Public Aid Eligibility Assistant

### Position Overview

*Some position may require bilingual skills.*

Under direct supervision, performs routine casework support functions by screening and registering applications, sorting of incoming documents, maintaining office supplies and forms, providing office receptionist functions for support staff.

### Minimum Qualifications

Requires knowledge, skills, and mental development equivalent to completion of high school diploma/ GED. Requires one year of clerical support experience and basic computer skills.

## Office Assistant

### Position Overview

Under general supervision, receives and distributes mail, manual releases, and memos, including incoming correspondence from customers and applicants, drop box items, faxes, and centrally mailed reports. Edits general client information in the Integrated Eligibility System (IES) system. Reviews, prepares, or proofreads a wide variety of correspondence. Serves as receptionist. Serves as timekeeper for staff. Provides clerical office support.

### Minimum Qualifications

Requires knowledge, skill, and mental development equivalent to completion of high school. Requires one year of related office experience.

## Social Services Career Trainee

### Position Overview

Meets with clients, assesses their case, recommends programs and services they may qualify for and guides them through the application process. The SSCT title does not require an interview.

### Minimum Qualifications

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.

## Locations:

- DeKalb County
- DuPage County
- Aurora FCRC (Kane County)
- Lake County
- Kankakee County
- McHenry County
- Ogle County
- Will County
- Winnebago County
- Kane-Elgin FCRC (Kane County)
- Stephenson County
- Whiteside County

## Employee Perks:

- Rewarding, Diverse, and Challenging Experience
- Competitive Health, Vision, Dental and Life Insurance
- 13 Paid Holidays annually, 14 on even numbered years
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- 3 Personal Days a Year (Sick days carry over from year to year)
- 10 weeks Paid Maternity and Paternity Leave
- State Pension, Social Security, and Deferred Compensation Invest Plan - A supplemental retirement plan
- Flexibility to change careers
- Tuition Reimbursement & Federal Loan Forgiveness Eligibility
- Upward Mobility Program
- Flexible Spending Account (Healthcare & Childcare)
- 5% Bilingual Differential for Bilingual Positions
- 37.5 Work Week for Most Titles
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)



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



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