



JB Pritzker, Governor

Dulce M. Quintero, Secretary

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DATE: March 27, 2026

## **MEMORANDUM**

TO: The Honorable Don Harmon, Senate President  
The Honorable John F. Curran, Senate Minority Leader  
The Honorable Emanuel "Chris" Welch, Speaker of the House  
The Honorable Tony McCombie, House Minority Leader

FROM:

Dulce Quintero  
Secretary  
Illinois Department of Human Services

SUBJECT: **State Services Assurance Act Annual Report**

The Illinois Department of Human Services respectfully submits the State Services Assurance Act Annual Report Pursuant to the State Services Assurance Act on behalf of the Office of Human Resources in order to fulfill the requirements set forth in 5 ILCS 382/3-1 et seq.

If you have any questions or comments, please contact Angela Parker, Projects Manager of the Office of Human Resources, at 217-206-0159, [Angela.Parker2@illinois.gov](mailto:Angela.Parker2@illinois.gov).

CC: The Honorable JB Pritzker, Governor  
John W. Hollman, Clerk of the House  
Tim Anderson, Secretary of the Illinois Senate  
Legislative Research Unit  
State Government Report Center



**State Services  
Assurance Act  
Annual Report**

**April 1, 2026**

Annual Report on the staffing level of bilingual on-board frontline employees within the Illinois Department of Human Services. In accordance with 5 ILCS 382/3-1 et seq., the Illinois Department of Human Services submits the following report to the Illinois General Assembly on or before April 1, 2026.

Dulce M. Quintero  
Secretary

# **State Services Assurance Act Annual Report**

## **Executive Summary**

The State Services Assurance Act recognizes that State government delivers many services to all Illinois residents. The Act notes that State services are used by many Illinois residents who do not speak the English language fluently. As such, the Act recognizes a need for bilingual State employees and “ensures the hiring and retention of additional bilingual frontline staff in State agencies where public services are most used”.

The Act requires that on or before April 1<sup>st</sup> of each year, “each executive branch agency, board, commission shall prepare and submit a report to the General Assembly on the staffing level of bilingual employees. The report shall provide data from the previous month, including but limited to each employee’s name, job title, job description and languages spoken”.

As of March 1, 2026, the Illinois Department of Human Services (IDHS), had a total of 1,656 bilingual staff within a total of 78 different job titles, an increase from 1,496 the previous year.

There are 14 different languages that IDHS bilingual staff cover: Arabic, Braille, Chinese, French, Hindi, Korean, Manual Communication, Polish, Russian, Serbo-Croatian, Slovenian, Spanish, Ukrainian, and Vietnamese. The top two languages spoken are Spanish (1,233 employees) and Manual Communication (280 employees).

At the Illinois Department of Human Services there are bilingual employees in most administrative offices and Divisions. The breakdown of bilingual employees is as follows:

<b>IDHS Staffing</b>	<b>Number of Staff</b>
Assistant Secretary's Office	2
Behavioral Health & Recovery (including 38 SOPH employees)	48
Business Services	1
Communications	3
Contract Administration	2
Developmental Disabilities (including 131 SODC employees)	132
Early Childhood	10
Family & Community (including 1,110 FCRC employees)	1,167
Fiscal	7
General Counsel	6
Human Resources	9
Inspector General	5
Legislation	1
Office of Hispanic and Latino Relations	4
Office of Pharmacy and Clinical Support Services	1
Rehabilitation Services	252
Secretary's Office	6
<b>Total</b>	<b>1,656</b>

**State Services Assurance Act: Annual Report**

The [State Services Assurance Act](#)<sup>1</sup> requires each executive branch agency to submit a report to the Illinois General Assembly on or before April 1<sup>st</sup> every year on the staffing level of bilingual on-board frontline staff in the RC-6, RC-9, RC-10, RC-14, RC-28, RC- 42, RC- 62, RC-63, and CU500 bargaining units in titles represented by AFSCME as of June 1, 2007.<sup>2</sup> “On-board frontline staff” means frontline staff in paid status.<sup>3</sup>

The State Services Assurance Act Annual Report must contain each employee’s name, job title, job description, and languages spoken as of the previous month.<sup>4</sup>

The table below identifies bilingual on-board frontline staff employed by the Department of Human Services as of March 1, 2026, by name, job title, languages spoken, location, and facility type. In addition, included in this report are the corresponding CMS 104 Job Description for each of the 12 titles that make up DHS frontline bilingual staff.

Table 1. Bilingual on-board frontline staff employed by the Department of Human Services as of March 1, 2026, by name, job title, location, and languages spoken.					
EMPLOYEE NAME	JOB TITLE	TITLE CODE	LANGUAGE SPOKEN	LOCATION	Facility Type
ABAMA, JEAN D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ABARCA, MERCEDES	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ABDELRAHEEM, ASEEL G	HUMAN SERVICES CASEWORK MANAGER	19788	Arabic	FCRC	Administration
ABED-RABBO, JAMAL S	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
ABELARES-LOPEZ, OSIRIS	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ABRAHAM, LUCILA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ACEVEDO, NANCY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ACEVES, JOSE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ACOSTA, MILAGROS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ACUNA, WOHALY G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ADAME, PATRICIA R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AGUILAR, ALEJANDRO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

AGUILAR, MARIA A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
AGUILAR, ROBERTO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AGUIRRE, LORIAL A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AGUIRRE-AYALA, DOLORES A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AHN, NARAEGOUN	HUMAN SERVICES CASEWORKER	19785	Korean	FCRC	Administration
AL FARAJ, RENAD K	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
ALARCON, ANNETTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALBASSAM, HAZEM A	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
ALBAYATI, DUNIA S	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
ALCAZAR, ALONDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALCAZAR, LILIBETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALFARO, ELIZABETH	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ALFARO, JACQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALFARO, ROCIO C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AL-HASNAWI, THAER	HUMAN SERVICES CASEWORK MANAGER	19788	Arabic	FCRC	Administration
ALI, NISAR F	HUMAN SERVICES CASEWORKER	19785	Hindi	FCRC	Administration
ALBAIDI, RASHA	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
ALONSO, ADRIAN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALTAMIRANO, EMMA E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ALULEMA, ALICIA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVARADO, JOHN M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVARADO, YENIFER M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

ALVAREZ, ERMA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVAREZ, FRANCISCO	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ALVAREZ, IVETTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVAREZ, JOYCE J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVAREZ, LAURA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVAREZ-LEYVA, MARISOL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ALVAREZ-MUNIZ, ARACELIS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AMARO CRUZ, NORA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AMAYA QUIJADA, CLAUDIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ANAYA, BRENDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ANAYA, SUSANA B	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ANDRADE, GABRIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ANGON, ESTEPHANIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ANTILLON, VIOLETA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ANTOLIN, THOMAS P	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ANTUNEZ, BEATRIZ R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AQUINO, NELLY L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARAMBURO, VERONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARBISI-DOUGHTY, CHRISTOPHER	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ARCE, ALEJANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARCEO, KARINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARCOS, DAVID	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARELLANO, CYNTHIA P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARELLANO, LIZBETH C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

ARELLANO, MAURA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARENAS, MARCOS V	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ARES, MINERVA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ARIAS, ALEXIS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARIAS, MONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARMENTA, JOSE A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ARREAGA-GALVAN, LIZETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARROYO HURSEY, SILVIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARROYO, IGNACIO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ARROYO, JOSE L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ATEMPA, ARMANDO	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
AVILA, JEANETTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AVILES-CORTEZ, MARIBEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AYALA, ANNA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AYALA, ARIADNE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AYALA, FERMIN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
AYALA, ROSARIO	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
AYALA, SARA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BABAKHANI, MELISSA D	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
BAIG, SAKEENA S	HUMAN SERVICES CASEWORKER	19785	Hindi	FCRC	Administration
BALDERAS, DULCE M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

BALDERRAMA, CLAUDIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BANDA, MARIA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARAHONA, EMILY J.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARAJAS, ABEL V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARAJAS, MARITZA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARBOZA, MELISSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRAGAN, ERIKA G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRERA, ANAMARIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRERA, EVENIN G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRERA, KARISMA K	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRERA, MAYRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRERA, TERESA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BARRIOS-DIAZ, IRIS G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BASTE, OHOOD M	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
BELLO, MARLENE C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BELMONTE, SONYA G	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
BELSAN, NANCY	MENTAL HEALTH TECHNICIAN 2	27012	Spanish	SOPH	Mental Health
BELTRE, DORIS M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BENITEZ, ANDRES	SECURITY THERAPY AIDE 1	39901	Spanish	SOPH	Mental Health
BENITEZ, CRISTINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BENITEZ, MAYRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BENITEZ, STEPHANIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BERUMEN, NORA Y	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BETANCOURT, NAYRA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

BIERNAT, ADAM	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
BIVANCO, SELENE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BLAND, STACI R	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
BLASS, DIANA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BOJORQUEZ, RAUL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BOLANOS, LUIS A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
BOLIVAR, ERIC	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BONILLA ESCOBAR, ELIZABET A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BONNELL, KRISTY	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
BOROWSKA, RENATA	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
BOTELLO, BRENDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BOTELLO, CYNTHIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BOTELLO, MARIA R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BOTELLO, ROBERTO	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SOPH	Mental Health
BOYCE, MARGARET M.	MENTAL HEALTH TECHNICIAN 1	27011	Manual Communication	SOPH	Mental Health
BRAHMBHATT, URMI N	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
BRAMASCO, FRIKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BRAMASCO, SAUL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BRAVO, PATRICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BREUNIG, KAREN J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
BRIBIESCA, IVAN C	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
BRITO, EDER A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BRYJA, DOROTA A.	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration

BURCIAGA, EILEEN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BURNSIDE, DESMOND K	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
BUSTAMANTE, GEBAHET T	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BUSTAMANTE, PRISMA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
BUSTOS, JULIO C	REGISTERED NURSE 1	38131	Spanish	SOPH	Mental Health
BUZZARD, TERRIE L	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
CABRERA, WINIFRED	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CALDERON, MARLENE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CALDERON, XAVIER A	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
CAMACHO, FABIOLA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMACHO, FLOR	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMACHO, GLORIA V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMARENA, ESMERALDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMARENA, MIRELLA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMARGO, LIZETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMARILLO, ALEXANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
CAMPBELL, ROSA L	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
CAMPOS, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMPOS, LARISSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAMPUZANO, JACQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CANTERO, WENDY	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
CARBAJAL, MARIA G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

CARDENAS, GUADALUPE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CARDENAS, HENRY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CARLIN, KASSANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CARLSON, MATTHEW R	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
CARMONA, ANABEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CARMONA, LUZ F	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
CARRENO, ARIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CARVAJAL, CHRSTIAN A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTANEDA, JULISSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTANEDA, KARINA G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTANEDA, MAGDALENO	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
CASTANEDA, MARIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTANEDA, NELLY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTILLO, ALEXANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTILLO, DANIELA G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CASTRO, HORTENICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAUDILLO, JOHN A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAZALES, ROSE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CAZARES, ADRIANA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
CAZARES, VIRIDANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CENTENO, JOSEPHINE A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CERVANTES, ROSITA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CERVERA, ROSA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

CHAVEZ JR, JUAN M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CHAVEZ, BERNARDO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CHEN, TRACY	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
CHHORM, SAVOUTH	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
CHIRE, ANGEL E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CHTIOUI, BOUCHRA	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
CIBRIAN, RAM	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CIECIURA, JACK	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
CLARO, LUCIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CLAUDIO RODRIGUEZ, CANDILIZ	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
COAKLEY, BRANDON J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
COBIAN, PRISCILLA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
COLLINS, ROSA	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
COLON, MARY L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
COLUNGA, NANCY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CONCEPCION, LAILA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CONTRERAS, ITZEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CONTRERAS, JUAN C.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CONTRERAS-GARCIA, AMANDA V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CORCES, XOCHILTY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CORDOVA, XICLALI S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CORONADO, MILTON	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

CORRAL-VIZCARRA, ANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CORTES, JAQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CORTEZ, WILLIAM D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
COSOVIC, MEDIHA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
COTTO, RICKY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
COVARRUBIAS, ERICA V	SECURITY THERAPY AIDE 1	39901	Spanish	SOPH	Mental Health
COX, PAUL A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CRUZ, ERIC M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CRUZ, JOEL M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CRUZ, SALINA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CUELLAR, MARIA D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CUEVAS, JOSE R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
CURRENS, AMBER	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
CZUPRYNSKI, ESPERANZA	MENTAL HEALTH TECHNICIAN 2	27012	Polish	SOPH	Mental Health
DABNEY, MALIK S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DAVALOS, CRISTINA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DE LA PAZ, EBERADO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DE LA VEGA, MARIA L	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DE LOS SANTOS, ALEJANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DE LOS SANTOS, NAYEILI J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DELACRUZ, ROCIO J.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DELANGEL, NINA S	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration

DELEON, ELIZABETH	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DELEON, ROBERT	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DELGADO, CARINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DELGADO, EDITH	HUMAN SERVICES CASEWORKER	19785	Serbo-Croatian	FCRC	Administration
DELGADO, MARISOL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DELGADO, SHARON Y	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DELGADO-RAMIREZ, JOSSELYN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DEVER, ELIZABETH N	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
DEZHA-CAYETANO, MARLENNE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ ARAGON, JENNIFER	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ RUIZ, JHOSELIN M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ, CLAUDIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ, LIZETTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ, LUIS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ, MEYER	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DIAZ, NATALIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ, RAFAEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ, REJINO C.	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
DIAZ-MIGUEL, ANA P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DIAZ-RUIZ, NALLELY	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DIVINEY, DANIELA S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DO, DAN K	HUMAN SERVICES CASEWORKER	19785	Vietnamese	FCRC	Administration

DOMINGUEZ, ELVIRA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DOMINGUEZ, ERIKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
DOMINGUEZ, REUBEN A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
DUARTE, MAYRA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ECHENIQUE, MARIA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ELIAS, ADALBERTO	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ELIZALDE-OCASIO, GABRIELA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ELIZARRARAZ, SARA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ELLAZAR, RICHARD B	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ELLIOTT, GAVIN P	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ELSADAWY, RANIA A	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
ELY, LESLIE L	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
EMERY, ANGELICA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ENRIQUEZ, ANITA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ENRIQUEZ, ANNA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ENRIQUEZ, MELISA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ESCARPITA, EDITH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ESCATEL, MARIA CRUZ	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ESMAEL-REYES, SADYA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ESPINOZA, ERIKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ESPINOZA, MICK	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ESTRADA, BERTHA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

ESTRADA, GLORIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FELICIANO, ANALYN	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
FELICIANO, MARIA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FELICIANO, RUBEN D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FERNANDEZ, MANUAL M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FERNANDEZ, MARILYN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FIERRO, MARTIN E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FIGUEROA, CRYSTAL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FIGUEROA, MARIO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FIGUEROA, MARTHA I.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FLORES, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FLORES, LUIS A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FLORES, MARIA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FLORES, RACHEL	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
FLORES, RAUL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FLORIVAL, LYS S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FONSECA, JUAN E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FORBES, PHOENIX	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FRAIRE, RAMON	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FRANCO, ALEJANDRO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FRANCO, AMELIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
FRANKLIN, ADRIENNE C	MENTAL HEALTH TECHNICIAN 2	27012	Spanish	SODC	Developmental Disabilities
FUENTES-RACHUM, FATIMA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

GALARZA, ARACELI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GALARZA, FANNY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GALLARZO, MARIA D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GALLEGOS HERNANDEZ, AXEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GALVAN, PATRICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GALVEZ, MARTA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GAMEZ, ALEXANDER	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GAMINO, MARIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GAONA LEON, GINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, AIDE E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, ALEJANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, CAROLINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, CHRISTINA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, DENISE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, DIANA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GARCIA, EDDY G	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GARCIA, ELICIA V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, EVANGELINA M.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, GUDELIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, HILDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, JAIME J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, JESSICA M	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GARCIA, JOEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

GARCIA, MAYRA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, MICHELLE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, MIRIAHM I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, OLGA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA, VIANNEY G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARCIA-MARTINEZ, MONICA P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GARZA, JUANITA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GARZON, ADLARR	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GASZCZ, MARCEL	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
GIL, CARMELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GIYO, DONALD I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GODINEZ, DIANA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GOLDWIRE, MIA M	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
GOMEZ, FABIOLA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GOMEZ, JACQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
GOMEZ, JAVIER	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GOMEZ, LEONARDA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GOMEZ, MIGUEL A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GOMEZ, SAMUEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GOMEZ, VIVIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GOMEZ-MORA, YOLANDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ COLON, TANYA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

GONZALEZ, ARTHUR J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, JORGE	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GONZALEZ, LISETT	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, MAGDALENA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, MAYRA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, MILAGROS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, NATALIE G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, NOEMI A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, ROMMEL R	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
GONZALEZ, ROSA L	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GONZALEZ, SOFIA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GONZALEZ, STEPHANIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, TERESITA F	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ, YANELI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GONZALEZ-MURILLO, MARIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GOODALL, BRANDI L	MENTAL HEALTH TECHNICIAN 4	27014	Manual Communication	SODC	Developmental Disabilities
GOODMAN, RAKYM C	MENTAL HEALTH TECHNICIAN 1	27011	Manual Communication	SODC	Developmental Disabilities
GRACIA MORENO, YARITZA E.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GRAMATIKOV, AUREA MARIE T	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
GRAMATIKOV, VESSELIN M	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
GRANILLO SANCHEZ, ANDREA V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GROVE, JACOB A	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities

GRUESO, LUCELLY	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
GUAN, YING JUN	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
GUERECA, YESENIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUERRA, MELISSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUERRERO, FRANCISCA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUERRERO, LORENA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUERRERO, LUCERO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUERRERO, MAYELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUILLEN, CAROLINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUTIERREZ, BERTALI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUTIERREZ, DAISY M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUTIERREZ, ESAU	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
GUTIERREZ, RAUL I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUZMAN, CHRISTIAN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUZMAN, JOSE M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
GUZMAN, VANESSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HADDAD, MUHAND T	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
HADZIMURATOVIC, BRANKA	MENTAL HEALTH TECHNICIAN 2	27012	Serbo-Croatian	SOPH	Mental Health
HAJABDALAH, HEBA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HANSON-FONDEUR, KRISTY M	MENTAL HEALTH TECHNICIAN 4	27014	Manual Communication	SODC	Developmental Disabilities
HARMATA, CHARLES M.	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
HARRIS, JERMAINE C	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
HARSHMAN, JARED J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities

HATTAB, MEHDI	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
HAWE, JOANNA S.	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
HEATHER, SARAH	MENTAL HEALTH TECHNICIAN 5	27015	Manual Communication	SODC	Developmental Disabilities
HEATON, BRITTANY M	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
HELLER, SYLVIE S	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
HEREDIA MURRAY, CAROLINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HEREDIA, PATRICIA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
HERNANDEZ, BRENDA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERNANDEZ, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERNANDEZ, EMANUEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERNANDEZ, JANET	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
HERNANDEZ, JUANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERNANDEZ, LIDIA E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
HERNANDEZ, MARIA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERNANDEZ, MARY C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERNANDEZ, VERONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERRERA VILLEGAS, MARISOL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERRERA, ALAN J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERRERA, CARMEN D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERRERA, CHARISI A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HERRERA, ESTELA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
HERRERA, GABRIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

HILLERS, SHANNA M	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
HOGGARD, KELLI A	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
HOLLIS, DEXTER J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
HOM, CRISTINA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
HOSSEINI, EMAN	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
HOWE, JARVIS R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HRYNKIV, ROSTYSLAV	HUMAN SERVICES CASEWORK MANAGER	19788	Polish	FCRC	Administration
HUBER, HANNAH L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
HUERAMO, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HUERTA, JAZMINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HUIZAR, SAMANTHA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HUMMELS, ERICKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HURTADO, RAFAEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HUSTER, KIMBERLY L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
HUTSON, NELSIE	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
IBARRA, LUISA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
IDRIS, NOUR A	HUMAN SERVICES CASEWORK MANAGER	19788	Arabic	FCRC	Administration
IGARTUA, MARIVEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ILLAN, TANIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
IRIZARRY, NILDA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ISUNZA, URIEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
IYPE, SANTOSH	HUMAN SERVICES CASEWORKER	19785	Hindi	FCRC	Administration

JACINTO, ESMERALDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JACOME, JASMINE C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JADEJA, RANJITSINH K	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, ADRIANA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, ANA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, ANTONIO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, BETSAVE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, CYNTHIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, KRYZTAL Y	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JIMENEZ, TANIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JOHNSON, KANDY A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
JOHNSON, LORAIN K	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
JONES, CHRISTOPHER M	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
JUAREZ, JACQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
KAPROULIAS ZEPED, JOANNA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
KARKOUT, AMJAD	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
KARLSSON, JEAN P	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
KENNEY, JAMES P	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
KIRYUKHINA, OLGA A	HUMAN SERVICES CASEWORKER	19785	Russian	FCRC	Administration
KLINKOVA, ADELI A	HUMAN SERVICES CASEWORKER	19785	Russian	FCRC	Administration
KOLEV, NIKOLAY K.	HUMAN SERVICES CASEWORKER	19785	Russian	FCRC	Administration
KOLIADA, IRYNA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
KUNTZELMAN, SHAWN A	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
KUTS, NATALIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

KVAPIL, ESMERALDA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LA LUZ, JASMINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LAATZ, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LAGUNAS, BRIANA I.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LAMBOY, JUAN A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
LANDEROS, CINDY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LARA, KARLA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
LARES - MORALES, VERONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LAVAIRE, JULIE G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LEBLANC, JAMIE L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
LEE, JIN H	HUMAN SERVICES CASEWORK MANAGER	19788	Korean	FCRC	Administration
LEE, MIRTA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
LEMUS, GABRIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LEMUS, LETICIA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LEON, YOCELIN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LEWIS, TYLER J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
LI, CHRISTY J.	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
LIN, XIAO	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
LIZAMA, SAMIRA P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LONG, JULIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEMAN, FARRAH J	MENTAL HEALTH TECHNICIAN 1	27011	Manual Communication	SODC	Developmental Disabilities
LOPEZ DEVICTORIA, JACQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

LOPEZ, ARACELI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, ARTURO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, BLANCA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, CARMEN R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, CELESTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, KEVIN U	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, MARLENE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, MAYRA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
LOPEZ, MONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, NALLELY G.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, NANCY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, SARITA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
LOPEZ, SONIA L	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
LOPEZ, VERONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ, VICTOR A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ-ESPINO, RUBI N	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LOPEZ-MONTALVO, YARITZA	SECURITY THERAPY AIDE 1	39901	Spanish	SOPH	Mental Health
LORENZEN, BURTON E	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
LUBBEN, ELAINA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LUERA, LILIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LULE, CESAR	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
LUNA, CLAUDIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MACIAS, RICARDO G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

MADERA, MARIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MAGANA, GUADALUPE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MAGANA, JAILENE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MAGDA, DOROTA	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
MAI, YAN M.	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
MALDONADO, ROXANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MALDONADO, VICENTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MANZANARES, GRISELDA K	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MANZANAREZ, JANNETT	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARCANO, MARIBEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARCHAN, EMELY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARIN, ALBERTO	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MARIN-BROWN, CLAUDIA	SECURITY THERAPY AIDE 1	39901	Spanish	SOPH	Mental Health
MARKOWSKI, TOMASZ T	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARRERO, CECILIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARROQUIN, NELLIE A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MARROQUIN, RICARDO A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARSHALL, MIRTIE L	REGISTERED NURSE 2	38132	Manual Communication	Rehabilitation Services	Rehabilitation Services
MARTINEZ ZUNIGA, EDGAR R	SECURITY THERAPY AIDE TRAINEE	39905	Spanish	SOPH	Mental Health
MARTINEZ, AMANDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, ASHLEY D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, CATHY P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, DALIA B	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

MARTINEZ, ERICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, FABIOLA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, GABRIELA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, GUADALUPE M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, JANET	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, JASMIN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, JOCELYN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, JUANITA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MARTINEZ, LESLIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, LETICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, LUIS A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, NORMA	SECURITY THERAPY AIDE 2	39902	Spanish	SOPH	Mental Health
MARTINEZ, ODALIS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, ROSA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, SAMANTHA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, VANESSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MARTINEZ, YESENIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MASANGKAY, DAN J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MASANGKAY, KAREN J	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
MASFERRER, JAIME	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MASTACHE, MIRIAM G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MASTERMAN, STEPHANIE L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MATA,SR., ALBERT L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

MATHEW, JINOY	HUMAN SERVICES CASEWORKER	19785	Hindi	FCRC	Administration
MATHIS, ELIZABETH	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
MATIAS-CRUZ, BRENDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MAUS, ANGELIKA	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MAYES, ELIZABETH D	MENTAL HEALTH TECHNICIAN 1	27011	Manual Communication	SODC	Developmental Disabilities
MCCOY, LUCAS J	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MCDOWELL, KATARZYNA	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
MCGUIRE, JENNIFER N	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MCGUIRE, JUSTIN T	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MEDINA, JESSIE E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MEDRANO, YAKELIN	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MEI, STEPHANIE J	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
MEI, XIN QIA	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
MEISINGER, JULIE B	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MELGOZA, RUBY Y	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENA, MONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDEZ, ANDREA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDEZ,JR., DAVID	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDOZA , AMITH J.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDOZA, ALMA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDOZA, BIANCA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDOZA, MARIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDOZA, MARIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

MENDOZA, NANCY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MENDOZA, NOE	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MENESES, MARCO A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MERRILL, LANCE E	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
MEYER, MARIAM S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MEZA, ANGELES C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MIKHAEL, MARY	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
MILES, KIARRA A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MILICEVIC, MAJA	HUMAN SERVICES CASEWORKER	19785	Serbo-Croatian	FCRC	Administration
MILLAN PINEDA, DIEGO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MIRANDA, CITLALI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MIRANDA, GRYSELL	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MIRANDA, SARAI V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MITCHELL, ITZEL	HUMAN SERVICES CASEWORKER	19785	Spanish	Family & Community Services Central Office	Administration
MO, SUNG H	HUMAN SERVICES CASEWORKER	19785	Korean	FCRC	Administration
MONARREZ, EVELYN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MONGE, ANEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MONROE, ALEXA C	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
MONTEAGUDO, ESTEFANIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MONTES, ALDO G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MOON, JU YEON	HUMAN SERVICES CASEWORKER	19785	Korean	FCRC	Administration
MOORE, SANDRA G	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities

MORALES, ANA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MORALES, KARINA M.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MORALES, NATALI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MORENO, GABRIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MORENO, VERONICA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MOTA, ISRAEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MOYO LEIJA, ALEJANDRO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUCKIAN, JOHN P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUKHI, FARRAH A	HUMAN SERVICES CASEWORKER	19785	Hindi	FCRC	Administration
MUNOZ, ALEJANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUNOZ, CLAUDIA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUNOZ, DARIO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUNOZ, DELIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUNOZ, JOSE G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MUNOZ, MAGDA C	SECURITY THERAPY AIDE TRAINEE	39905	Spanish	SOPH	Mental Health
MUNOZ, VERONICA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MURILLO, CUAUHTEMOC	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
MURILLO, SONIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MURO, MARINA I.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
MURTADA, MOHD KHIER K.	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
MYSLINSKA, LIDIA M	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
NAJERA CARDONA, MARIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAMSARAEVA, SAIANA	HUMAN SERVICES CASEWORKER	19785	Russian	FCRC	Administration
NARES, JORDAN V	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities

NAREZ, KARINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVA, KAREN S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVA, MARIBEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVA, MAYRA I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVARRETE, JESSICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVARRETE, LETICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVARRETE, MARIA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVARRO, AMERICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NAVARRO, ENID	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
NEAR, CASONDRA B	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
NEGRON, ELENA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NELSON, MICHAEL J	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
NEVAREZ, MARIANNE M	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
NEWELL, MITZY E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
NGUYEN, VERONICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NIETO, MARIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
NIEVES, ANGELICA M	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
NOWICKI, ANDRZEJ S	HUMAN SERVICES CASEWORK MANAGER	19788	Polish	FCRC	Administration
NUEVO, LAURA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OCAMPO, MELINDA S	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
OCHOA, GISELLE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

OCON, EDUARDO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OLIVO-SAENZ, MARIA D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OLIYNYK, OKSANA	HUMAN SERVICES CASEWORKER	19785	Russian	FCRC	Administration
OLMOS, DAVID	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
OLMOS, SERGIO O	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OLSEN, BLANCA D.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OLVERA, GUADALUPE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OLWAN, SADITA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
O'NEILL, SILVIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTEGA DILAURO, RUTH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTEGA, ANA R	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ORTEGA, ASTAZIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTIZ, BERTHA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ORTIZ, CARLOS A.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTIZ, ERIKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTIZ, JOEL O	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTIZ, LUIS A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTIZ, RAUL R	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ORTIZ, ROSA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ORTIZ, TANIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OSORIO-ESTEBAN, ARMANDO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
OUSSIR, YAMNA	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration

PACHAR, JONNATHAN M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PACHECO, BARBARA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PADIA, ANGELIA M	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
PADILLA, ALICIA N.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PADILLA, LUZ M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PAGAN, MILAGROS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PANTOJA, BRENDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PANTOJA, FRANCISCO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PANTOJA, STEPHANIE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PAREDES, MARIA G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PARIS, ALVIN M.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PARRA, JACQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PARTINGTON, ROMELA N	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
PASILLAS, ERICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PATINO, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PAWLINA, STANISLAW	HUMAN SERVICES CASEWORK MANAGER	19788	Polish	FCRC	Administration
PEDRAZA, CLARA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEGUERO, JUAN B	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEKNY, SANDRA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
PELAYO, CYNTHIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PENCE, TRICIA M	REGISTERED NURSE 2	38132	Manual Communication	Rehabilitation Services	Rehabilitation Services
PEREZ HERNANDEZ, MARIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, ALMA P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

PEREZ, CLAUDIA D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, ELENA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, ELIDIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, ELVIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, GREYS I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, LUIS A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, MARELIN Y.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, MARIA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
PEREZ, MARIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, MARICELA	REGISTERED NURSE 1	38131	Spanish	SOPH	Mental Health
PEREZ, MARIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, MARLEN	MENTAL HEALTH TECHNICIAN 2	27012	Spanish	SOPH	Mental Health
PEREZ, MELISSA A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
PEREZ, RAUL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ, SONIA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PEREZ-JIMENEZ, KATIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PERRY, SHERRI	REGISTERED NURSE 2	38132	Manual Communication	Rehabilitation Services	Rehabilitation Services
PETERS, LAURA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PHILLIPS, CASHES L	MENTAL HEALTH TECHNICIAN 1	27011	Manual Communication	SODC	Developmental Disabilities
PIN, CATHY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
PISKIE, KIMBERLY A	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
PLOCK, BRENDA L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
PORTILLO, MASSIEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

PORTILLO, REBECCA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
POWELL, REBEKKA N	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
PRZEKLASA, MAGDALENA	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
PULIDO, JOSE E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
QUEZADA, LIZET	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
QUEZADA, MARISOL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
QUINTANILLA, ISABEL	SECURITY THERAPY AIDE TRAINEE	39905	Spanish	SOPH	Mental Health
QUINTERO, NOELIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAHMAH, MAY	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
RAMIREZ, EVELYN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMIREZ, KAREN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMIREZ, MARIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMIREZ, SAMANTHA	SECURITY THERAPY AIDE TRAINEE	39905	Spanish	SOPH	Mental Health
RAMIREZ, TERESA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMIREZ-FELLOWS, LORENA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RAMOS, MARIA G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMOS, SONIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMOS, SYLVIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RAMOS, WILLIAM	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RANGEL, MARTHA Y	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RANGEL-GONZALEZ, JOSE	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RAYA, LAURA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
REESE, KATHLEEN D	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities

REMIGIO, MARITSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
REYES, GUADALUPE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
REYES, SANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
REYES-RODRIGUEZ, FRANCISCA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
REZA, ARGELIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RHEE, DEBBY	HUMAN SERVICES CASEWORKER	19785	Korean	FCRC	Administration
RICO, OLIVIA J	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RIDENHOUR, KRYSTAL M	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
RINEHART, PAULA	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
RIOS SOTO, ANA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIOS, ANTONIO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIOS, JESSICA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIOS, JOSE	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RIVERA JR, NORBERTO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIVERA, HILDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIVERA, JONATHAN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIVERA, LUIS E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RIVERA, MARITZA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RIVERA, MILDRED	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIVERA, NORMA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RIVERA, RODOLFO P	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RIVERA, YENESIS E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

ROBINSON, JAMES B	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ROBINSON, JUSTIN L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ROBLES, ANA Y	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROBLES, JAZMIN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, CARLA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, CLAUDIA B	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, GRISELIS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, GUADALUPE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, JAZMIN C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, JEANETTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, JOSE L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, JUANA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, MARISELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, MIRELY A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, NORMA E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RODRIGUEZ, RITA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ, VERONICA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ-BARRIG, BERENICE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RODRIGUEZ-NIETO, KATERIN K	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROGOZINSKI, ROBERT	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROJAS, CONSUELO E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROJAS, FRANCISCO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROJAS, XOCHILT V	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROMAN, MARIEN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

ROMAN, VICKY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROMERO, ALFREDO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROMERO, AMY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROMERO, JAMIE I	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROSADO, ANA K	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ROSALES-MUNOZ, ALYSSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROSARIO, BERNICE M.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROSARIO, MARIBEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ROSILES, MARGARITA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RUBIO, VANESSA C	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
RUIZ BAUTISTA, LUISA F	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RUIZ REYES, LISBET J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RUIZ, LILIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
RUIZ, SANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SACHA, MICHAEL M	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
SAENZ, LAURA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SALDANA-GUZMAN, LETICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SALGADO, EDITH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SALGADO, YARELY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SALINAS, LILIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SALINAS, MARISOL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SALMERON-DOMINQU, CARLOS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SAN MARTIN, KARINA C	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration

SANABRIA, BETHZAIDA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCEN, IVETTE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, BEATRIZ	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, BLANCA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, DAISY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, DOLORES	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, HUGO E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, JIMMY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, LUCIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, MARIA F	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, NORMA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANCHEZ, RAFAEL E	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
SANCHEZ, ROXANNE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANDOVAL, BRENDA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANDOVAL, ELVA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
SANDOVAL, MELISSA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANDOVAL, VANESSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANTANA, JACLYN M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANTIAGO, DEYSY A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANTIAGO, MARIA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANTILLAN, DANIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SANTILLAN, MICHELLE	REGISTERED NURSE 1	38131	Spanish	Rehabilitation Services	Rehabilitation Services
SAUCEDO, DANIEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

SCHAFFER, RACHAEL M	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
SCHEIDER, TABATHA K	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
SCUDDER, TODD K	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
SEBASTIAN, RODRIGO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SENA, MARIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SERRANO, CLAUDIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SERRANO, MARIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SERRANO, MAYRA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SERRANO, SANDRA S	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SERVIN, NORMA C	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SIAG, BAYAN M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SIDDIQUE, ZAHOR K	HUMAN SERVICES CASEWORKER	19785	Arabic	FCRC	Administration
SIERRA, MARIA D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SILVA, MARICELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SIMS, TERESITA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SKORA, ERICA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SLOAN, MELISSA	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
SORIANO, MARIBEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SOSA, CRISTIAN	MENTAL HEALTH TECHNICIAN 2	27012	Spanish	SOPH	Mental Health
SOTO, ZONIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SPANG, LACEY F	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SPOTTS, LORI L	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
STANLEY, KIMBERLY K	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration

STASIAK-BORKOWSK, ANNA	MENTAL HEALTH TECHNICIAN 2	27012	Polish	SOPH	Mental Health
STONE, JESSICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
STREITMATTER, BRANDON	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
SVALINA, GIEDRE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TADJERE, KOMI	HUMAN SERVICES CASEWORKER	19785	French	FCRC	Administration
TANASHCHUK, TETIANA	HUMAN SERVICES CASEWORKER	19785	Ukrainian	FCRC	Administration
TANG, WENYU	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
TANNER, JASMINE K	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
TAPIA, KARINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TAPIA, LESLIE A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TELLEZ, ELIZABETH	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TEMLADOR, ANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TERRONEZ, CRISTAL G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
THOMAS, DERION L	MENTAL HEALTH TECHNICIAN 1	27011	Manual Communication	SODC	Developmental Disabilities
THOMAS, TERRA	REGISTERED NURSE 2	38132	Manual Communication	SODC	Developmental Disabilities
TINOCO, ERICKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TOCA MEZA, THELMA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TODD, DESAREE L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
TODD, JEFFREY L	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
TOKARSHA, KINGA M	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
TOLENTINO, ANGELICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TORRES DEJIMENEZ, PATRICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TORRES, ERICKA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TORRES, MAGDALENA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

TORRES, MARTHA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
TORRES, RAMIRO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TORRES, RAQUEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TORRES, RAQUEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TOSCANO, TANIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TOWNSEND, ELI	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
TRUJILLO, GUADALUPE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
TRUJILLO, JUAN D	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
UMANA, AMANDA L	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
URBINA, EDUARDO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
URIOSTEGUI, NILA Z	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VALDEZ ARCOS, JAQUELINE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VALDEZ IBARRA, GABRIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VALDEZ, ALICIA	REGISTERED NURSE 1	38131	Spanish	SOPH	Mental Health
VALENCIA, VANESA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VALLEJO, DIANDRA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VALLEJO, JUANA A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VANEGAS, VANESSA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VANLOO, ROBIN	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
VARGAS, DANIEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VARGAS, FERNAN D	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VARGAS-GUERRERO, BRENDA	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
VASQUEZ, ALEJANDRO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

VAUPEL, KATHRYN	MENTAL HEALTH TECHNICIAN 5	27015	Manual Communication	SODC	Developmental Disabilities
VAZQUEZ, FELIPA J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VAZQUEZ, GLORYMAR	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VAZQUEZ, JOVANI	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VAZQUEZ, MICHELLE	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VAZQUEZ, TATIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VEGA JR., ISRAEL	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VEGA, ANDREW J	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VEGA, ESTELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VEGA, MARIBEL A	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VEGA, PATRICIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VEGA, SUSANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VELA, CAROLYN G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VELAZQUEZ, ADRIANA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VELEZ, FRANCISCO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VELEZ, NITHZA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VERA, VICTOR M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VIELMAN, STEPHANY M.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLA, ANGEL M	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VILLA, LUCIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLA, TANIA E	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLALBA, IRMA F	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration

VILLALOBOS, BENJAMIN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLALPANDO, CRISTINA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLALPANDO, JOSUE F.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLALPANDO, OSMIN O	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLANUEVA, SILVIA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLASENOR, MIGUEL A	MENTAL HEALTH TECHNICIAN 2	27012	Spanish	SOPH	Mental Health
VILLEGAS, CESAR	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VILLEGAS, ZAIDA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
VIVEROS, YARELY	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
VOLIVACH, ANDRII	HUMAN SERVICES CASEWORKER	19785	Ukrainian	FCRC	Administration
WAGNER, BRADLEY W	REGISTERED NURSE 1	38131	Manual Communication	SODC	Developmental Disabilities
WALLS, MAGDALENA A	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
WASKI, LAURA	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
WEISTART, ADA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
WENDEL, ESMERANDA	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
WHITE, KEYONTEZ D	MENTAL HEALTH TECHNICIAN 3	27013	Manual Communication	SODC	Developmental Disabilities
WILLIAMS, ARKENIA M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
WILLIAMS, DEBRA S	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
WILSON, AUSTIN M	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
WILSON, JENNIFER M	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
WILSON, TISHANDA F	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
WSZOLEK, KRZYSZTOF	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
YELESWARAPU, VIJAYALAKSHM	HUMAN SERVICES CASEWORKER	19785	Hindi	FCRC	Administration

YEPEZ, MARITZA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
YESCAS, CHRISTIAN	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
YNIGUEZ, JOSE G	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZACARIAS, AMPARO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZACARIAS, DAVID	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZACARIAS, RAMIRO	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZAJDEL, AGNES	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
ZAMBRANO, ADRIANA R	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZAMBRANO, REMEDIOS	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZAMORA, LUIS M.	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZAPATA GUTIERREZ, ALMA L	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ZARAGOZA, JESSICA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZAVALA, CESAR	HUMAN SERVICES CASEWORK MANAGER	19788	Spanish	FCRC	Administration
ZAWORSKI, ELZBIETA	HUMAN SERVICES CASEWORKER	19785	Polish	FCRC	Administration
ZEILNER, MICHAEL	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZENATI, GABRIELA	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZHANG, LYDIA	HUMAN SERVICES CASEWORK MANAGER	19788	Chinese	FCRC	Administration
ZHAO, ZHEN	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
ZHIXUAN, SONG	HUMAN SERVICES CASEWORKER	19785	Chinese	FCRC	Administration
ZITELMAN, MIKAEL T	MENTAL HEALTH TECHNICIAN 2	27012	Manual Communication	SODC	Developmental Disabilities
ZUNIGA, MIGUEL A	HUMAN SERVICES CASEWORKER	19785	Spanish	FCRC	Administration
ZVARYCH, ULYANA	HUMAN SERVICES CASEWORK MANAGER	19788	Ukrainian	FCRC	Administration



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Human Services Caseworker					19785-10-91-133-11-01			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Family & Community Services						
NEW/REVISED POSITION		Division of Family & Community Services		0	016	2	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		8/16/23		
NEW/REVISED POSITION		Administration						
Region 1 North								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Northern Office/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately. <ul style="list-style-type: none"> <li>Explains and interprets eligibility criteria, requirements, procedures, policies, and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies.</li> <li>Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance.</li> <li>Applies rules in determining assistance levels and providing services.</li> <li>Computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ul>							
30%	2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance. <ul style="list-style-type: none"> <li>Re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases.</li> <li>Reviews expenditures such as childcare and medical expenses in relation to eligibility.</li> <li>Re-determines eligibility for all Medical Assistance programs.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Reviews medical bills to determine if there is continued eligibility for payment of medical services.</li> <li>• Prepares and submits memoranda and documentation of Spenddown decisions.</li> <li>• Determines when a client is eligible for a medical card.</li> <li>• Swaps cases from one category to another in accordance with eligibility.</li> <li>• Assesses changes for impact on services available and makes adjustments in services.</li> <li>• Establishes over/under issuances of benefits and completes forms related to each.</li> <li>• Refers non TANF clients to needed social services.</li> </ul>
20%	<p>3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives.</p> <ul style="list-style-type: none"> <li>• Completes case documentation, responds to electronic correspondence, and makes entries into automated computer systems.</li> <li>• Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long-term support programs.</li> <li>• Identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, childcare issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues.</li> <li>• Provides coaching to clients experiencing difficulty in achieving employment goals.</li> <li>• Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.</li> </ul>
15%	<p>4. Meets with clients to discuss goals and activity requirements.</p> <ul style="list-style-type: none"> <li>• Develops comprehensive assessment of goals and objectives.</li> <li>• Applies problem-solving techniques to assist in achieving self-sufficiency goals.</li> <li>• Identifies potential risks to self-sufficiency.</li> <li>• Makes referrals to appropriate service areas.</li> <li>• Provides coordination of multiple services reflecting connection and interaction with community providers.</li> <li>• Evaluates client's ability to obtain and retain meaningful employment.</li> <li>• Refers to employers with potential job opportunities.</li> </ul>
5%	<p>5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)	
WORKING TITLE (IF ANY)	
Human Services Casework Manager 19788-10-91-133-11-01, 12-29, 13-29, 23-01, 31-29, 32-29, 33-17, 34-11, 41-29, 42-01, 43-01	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:	
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field.
2. Requires one year of professional casework or crisis intervention experience in a social service agency OR Successful completion of an agency-sponsored training program.

\*Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.

20. CONDITIONS OF EMPLOYMENT

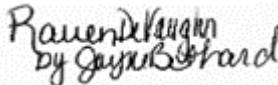

1. N/A

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented caseworker to receive and assist customers seeking public assistance services available through Department of Human Services (DHS) programs in the Northern Office. This position manages a public assistance caseload by performing professional casework duties in all categories of assistance; serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives; and meets with clients to discuss goals and activity requirements. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 9/20/23			9/13/23

AM



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position Human Services Caseworker				11	HI	19785-10-91-133-11-11				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AM AUTH	8. AUDIT	9. OFFICE USE
Existing Position			Human Capital Development							
New/Revised Position Department of Human Services			Family & Community Services			0	016	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								06-01-13		
New/Revised Position Region 1 North			Case Management			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position Northern Office, Cook County			RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis. Communicates in Hindi to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i> 21			<i>[Signature]</i>			<i>[Signature]</i> 26			6-17-13	
CMS-104 (Rev. 10/14/10)			<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="font-size: 24px; margin: 0;">RECEIVED</p> <p style="margin: 0;">JUN 24 2013</p> <p style="margin: 0;">By _____</p> </div>			<i>CR</i>				

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	3. Serves as part of a public assistance delivery network to verify applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.
10%	4. Translates functions/procedures into Hindi for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Service Casework Manager 19788-10-91-133-11-01	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires a Bachelor's Degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional casework or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Hindi at a colloquial skill level.



POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Services Caseworker			11	HI Hindi	19785-10-91-133-11-11				
3. AGENCY Existing Position			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/L AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Human Capital Development		0	016	Y	R	
10. SECTION Existing Position			11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position Region 1 North					<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			07-01-07 05-1-07	
14. WORK LOCATION Existing Position			15. BARGAINING/TERM		EXEMPT				
New/Revised Position Northern Office			RC062		N				

**% OF TIME** | **16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS**

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis. Performs functions requiring interaction with recipients/clients which regularly involve translating for Hindi speaking individuals.

**SPECIFICALLY:**

35% | 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.

35% | 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.

15% | 3. Serves as part of a public assistance delivery network to verify applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the

DIRECTOR OF CMS SIGNATURE <i>Maurice J. O'Donnell</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 05
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BUREAU OF PERSONNEL

APR 30 2007

Tech Services

by *[Signature]*  
07/09/07

POSTED 7/3

16. (CONTINUED)

% OF TIME

availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.

10%

4. Translates functions/procedures/forms into Hindi for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.

5%

5. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position).

Human Services Casework Manager 19788-10-91-133 (22,31,42)-(01,29)

WORKING TITLE (IF ANY)

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional casework or crisis intervention experience in a social service agency or successful completion of an agency sponsored training program. Requires ability to communicate effectively in Hindi at the colloquial level.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION								
Human Services Caseworker			17	KO		19785-10-91-133-11-17		
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Family & Community Services						
NEW/REVISED POSITION		Division of Family & Community Services		0	016	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		8/16/23	
NEW/REVISED POSITION		Case Management						
Region 1 North								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Northern Office/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately. <ul style="list-style-type: none"> <li>Explains and interprets eligibility criteria, requirements, procedures, policies, and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies.</li> <li>Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance.</li> <li>Applies rules in determining assistance levels and providing services.</li> <li>Computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ul>							
30%	2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance. <ul style="list-style-type: none"> <li>Re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases.</li> <li>Reviews expenditures such as childcare and medical expenses in relation to eligibility.</li> <li>Re-determines eligibility for all Medical Assistance programs.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS				
	<ul style="list-style-type: none"> <li>• Reviews medical bills to determine if there is continued eligibility for payment of medical services.</li> <li>• Prepares and submits memoranda and documentation of Spenddown decisions.</li> <li>• Determines when a client is eligible for a medical card.</li> <li>• Swaps cases from one category to another in accordance with eligibility.</li> <li>• Assesses changes for impact on services available and adjusts in services.</li> <li>• Establishes over/under issuances of benefits and completes forms related to each.</li> <li>• Refers non TANF clients to needed social services.</li> </ul>				
15%	<p>3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives.</p> <ul style="list-style-type: none"> <li>• Completes case documentation, responds to electronic correspondence, and makes entries into automated computer systems.</li> <li>• Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long-term support programs.</li> <li>• Identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, childcare issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues.</li> <li>• Provides coaching to clients experiencing difficulty in achieving employment goals.</li> <li>• Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.</li> </ul>				
10%	<p>4. Meets with clients to discuss goals and activity requirements.</p> <ul style="list-style-type: none"> <li>• Develops comprehensive assessment of goals and objectives.</li> <li>• Applies problem-solving techniques to assist in achieving self-sufficiency goals.</li> <li>• Identifies potential risks to self-sufficiency.</li> <li>• Makes referrals to appropriate service areas.</li> <li>• Provides coordination of multiple services reflecting connection and interaction with community providers.</li> <li>• Evaluates client's ability to obtain and retain meaningful employment.</li> <li>• Refers to employers with potential job opportunities.</li> </ul>				
10%	<p>5. Translates functions/procedures into Korean for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.</p>				
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>				
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>					
<table border="1" style="width: 100%;"> <thead> <tr> <th data-bbox="82 1671 1036 1703"></th> <th data-bbox="1036 1671 1562 1703">WORKING TITLE (IF ANY)</th> </tr> </thead> <tbody> <tr> <td data-bbox="82 1703 1036 1772">Human Services Casework Manager 19788-10-91-133-11-01, 12-29, 13-29, 23-01, 31-29, 32-29, 33-17, 34-11, 41-29, 42-01, 43-01</td> <td data-bbox="1036 1703 1562 1772"></td> </tr> </tbody> </table>			WORKING TITLE (IF ANY)	Human Services Casework Manager 19788-10-91-133-11-01, 12-29, 13-29, 23-01, 31-29, 32-29, 33-17, 34-11, 41-29, 42-01, 43-01	
	WORKING TITLE (IF ANY)				
Human Services Casework Manager 19788-10-91-133-11-01, 12-29, 13-29, 23-01, 31-29, 32-29, 33-17, 34-11, 41-29, 42-01, 43-01					
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p> <p><input type="checkbox"/> Supervisor    <input type="checkbox"/> Lead Worker</p>					

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires a bachelor's degree in psychology, sociology/anthropology, social welfare, or a closely related field.
2. Requires one year of professional casework or crisis intervention experience in a social service agency OR Successful completion of an agency-sponsored training program.
3. Requires ability to speak, read and write Korean at a colloquial skill level.

\*Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.

20. CONDITIONS OF EMPLOYMENT

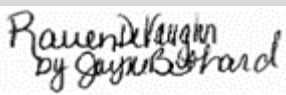

1. N/A

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented caseworker to receive and assist customers seeking public assistance services available through Department of Human Services (DHS) programs in the Northern Office. This position manages a public assistance caseload by performing professional casework duties in all categories of assistance; serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives; and meets with clients to discuss goals and activity requirements. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 9/20/23			9/13/23

AM

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position				25	RN	19785-10-91-133-11-25				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position			Division of Community Operations							
New/Revised Position			Family & Community Services			0	016	Y	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								06-01-13		
New/Revised Position			Case Management							
Region 1 North										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position			RC062		N					
Northern Office, Cook County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis. Communicates in Russian to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i>			<i>[Signature]</i>			<i>[Signature]</i>			26 6-1-13	
CMS-104 (Rev. 10/94) ILL 400-244-344			<div style="border: 2px solid black; padding: 5px; text-align: center;"> <p>RECEIVED</p> <p>JUN 24 2013</p> <p>By _____</p> </div>			CR			H	
7-2-13										

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	3. Serves as part of a public assistance delivery network to verify applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.
10%	4. Translates functions/procedures into Russian for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Service Casework Manager 19788-10-91-133-23-01	WORKING TITLE (IF ANY)
--	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires a Bachelor's Degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional casework or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Russian at a colloquial skill level.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION									
Human Services Caseworker				02	AR		19785-10-91-135-20-02		
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION									
NEW/REVISED POSITION									
Department of Human Services			Family & Community Services		0	016	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		10/1/23		
NEW/REVISED POSITION									
Region 1 North		Case Management							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION									
NEW/REVISED POSITION									
North Suburban Office, Cook County		RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%	1. Receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately. <ul style="list-style-type: none"> <li>Explains and interprets eligibility criteria, requirements, procedures, policies, and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies.</li> <li>Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance.</li> <li>Applies rules in determining assistance levels and providing services.</li> <li>Computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ul>								
30%	2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance. <ul style="list-style-type: none"> <li>Re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases.</li> <li>Reviews expenditures such as childcare and medical expenses in relation to eligibility.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Re-determines eligibility for all Medical Assistance programs.</li> <li>• Reviews medical bills to determine if there is continued eligibility for payment of medical services.</li> <li>• Prepares and submits memoranda and documentation of Spenddown decisions.</li> <li>• Determines when a client is eligible for a medical card.</li> <li>• Swaps cases from one category to another in accordance with eligibility.</li> <li>• Assesses changes for impact on services available and adjusts in services.</li> <li>• Establishes over/under issuances of benefits and completes forms related to each.</li> <li>• Refers non TANF clients to needed social services.</li> </ul>
15%	<p>3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and Department of Human Services (DHS) initiatives.</p> <ul style="list-style-type: none"> <li>• Completes case documentation, responds to electronic correspondence, and makes entries into automated computer systems.</li> <li>• Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long-term support programs.</li> <li>• Identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, childcare issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues.</li> <li>• Provides coaching to clients experiencing difficulty in achieving employment goals.</li> <li>• Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.</li> </ul>
10%	<p>4. Meets with clients to discuss goals and activity requirements</p> <ul style="list-style-type: none"> <li>• Develops comprehensive assessment of goals and objectives.</li> <li>• Applies problem-solving techniques to assist in achieving self-sufficiency goals.</li> <li>• Identifies potential risks to self-sufficiency.</li> <li>• Makes referrals to appropriate service areas.</li> <li>• Provides coordination of multiple services reflecting connection and interaction with community providers.</li> <li>• Evaluates client's ability to obtain and retain meaningful employment.</li> <li>• Refers to employers with potential job opportunities.</li> </ul>
10%	<p>5. Translates functions/procedures into Arabic for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.</p>
5%	<p>6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>	
Human Services Casework Manager 19788-10-91-135-14-29 (20-29) (26-02)	WORKING TITLE (IF ANY)

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires a bachelor's degree in psychology, sociology/anthropology, social welfare, or a closely related field.
2. Requires one year of professional casework or crisis intervention experience in a social service agency OR Successful completion of an agency-sponsored training program.
3. Requires ability to speak, read and write Arabic at a colloquial skill level.

\*Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.

20. CONDITIONS OF EMPLOYMENT

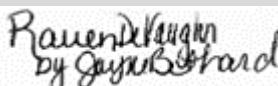
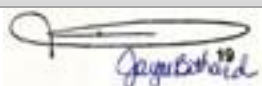
1. N/A

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented caseworker to receive and assist customers seeking public assistance services available through Department of Human Services (DHS) programs in the North Suburban Office. This position manages a public assistance caseload by performing professional casework duties in all categories of assistance; serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives; and meets with clients to discuss goals and activity requirements. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 10/19/23			10/16/23

LH

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER					
New/Revised Position Human Services Caseworker				02	AR	19785-10-91-135-20-02					
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6 WORK COUNTY	7 AJ AUTH	8 AUDIT	9. OFFICE USE		
Existing Position											
New/Revised Position Department of Human Services		Family & Community Services			0	016	Y	R			
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE				
Existing Position							02/16/19				
New/Revised Position Region 1 North		Case Management					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt							
Existing Position											
New/Revised Position North Suburban Office, Cook County		RC062		N							
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
	No change in duties and responsibilities as previously reported. Change in supervisor position number only.										
DIRECTOR OF CMS SIGNATURE <i>Janice Jank</i> 26			IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>			AGENCY HEAD SIGNATURE <i>[Signature]</i>			DATE 3/4/19		

16. (CONTINUED)

% OF TIME 16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Services Casework Manager 19788-10-91-135-12-29 (26-02)	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write Arabic at a colloquial skill level.

Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
New/Revised Position Human Services Caseworker				02	AR	19785-10-91-135-20-02			
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services		Family & Community Services			0	016	Y	R	
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Region 1 North		Case Management					10-01-18		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position North Suburban Office, Cook County		RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services (DHS) as well as auxiliary state, local and federal programs. Explains and interprets eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the clients' skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify individual receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates in Arabic to those individuals who do not read or speak English.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Receives and assists customers to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy. Communicates with customers and other DHS staff in both verbal and written form.</p> <p>30% 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; re-determines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of Spenddown decisions; determines when a client is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF clients to needed social services.</p>								

DIRECTOR OF CMS SIGNATURE <i>Mark Dawson</i> 26	IMMEDIATE SUPERVISOR SIGNATURE <b>RECEIVED</b> NOV 29 2013	AGENCY HEAD SIGNATURE <i>[Signature]</i> 17	DATE 11/28/18 <i>[Signature]</i>
CMS-104 (Rev. 10/94) TL 401-0794 12-13-18		BY: _____	

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
15%	3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.
10%	4. Meets with clients to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives; applies problem-solving techniques to assist in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client's ability to obtain and retain meaningful employment; refers to employers with potential job opportunities.
10%	5. Translates functions/procedures into Arabic for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	6. Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Services Casework Manager 19788-10-91-135-20-29 (26-02)	WORKING TITLE (IF ANY)
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write Arabic at a colloquial skill level.

Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				02	AR	19785-10-91-135-20-02			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AP AUTH	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position		Family & Community Services			0	016	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							07/16/17		
New/Revised Position		Case Management							
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		RC062		N					
North Suburban Office, Cook County									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis. Performs functions requiring interaction with recipients/clients which regularly involve translating for Arabic speaking individuals.</p> <p><b>SPECIFICALLY:</b></p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p> <p>15% 3. Serves as part of public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS</p>								
DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE		
<i>M. H. [Signature]</i> 26	<i>[Signature]</i> 23/17			<i>[Signature]</i>			8/1/17		

*Mark Dawson*  
8-21-17

*[Signature]*  
A. D. [Signature]

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
	initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.	
10%	4. Translates forms/procedures into Arabic for clients who cannot speak or read English.	
5%	5. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Mgr. 19788-10-91-135- (10-01) (20-01) (20-29) (21-29) (22-01)(26-02)		
WORKING TITLE (IF ANY)		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Arabic at a colloquial skill level.		

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Services Caseworker				02	AR	19785-10-91-135-20-02				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AII AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Family & Community Services			0	016	Y	R	N
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Region 1 North			Case Management					/01 /1 /16		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE			Rutan Exempt		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
New/Revised Position North Suburban Office, Cook County			RC062			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis. Communicates in Arabic to those individuals who do not read or speak English.</p> <p><b>SPECIFICALLY:</b></p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p>									



DIRECTOR OF CMS SIGNATURE <i>[Signature]</i> 26	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>[Signature]</i> 17	DATE 9/29/16
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CMS-104 (Rev. 10/94) IL 401-0794  
*Mark Dawson*  
1-13-17

**RECEIVED**  
OCT 13 2016  
By \_\_\_\_\_

*[Handwritten initials]*  
*[Handwritten initials]*  
*[Handwritten initials]*

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.	
10%	4. Translates functions/procedures into Arabic for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.	
5%	5. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Manager    19788-10-91-135-20-29		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Arabic at a colloquial skill level.		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
Existing Position									
New/Revised Position				33	VI	19785-10-91-204-11-33			
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Division of Family & Community Services							
New/Revised Position		Family & Community Services			0	016	Y	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							10-01-18		
New/Revised Position		Case Management							
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services (DHS) as well as auxiliary state, local and federal programs. Explains and interprets eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the clients' skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify individual receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates in Vietnamese to those individuals who do not read or speak English.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Receives and assists customers to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy. Communicates with customers and other DHS staff in both verbal and written form.</p> <p>30% 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; re-determines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of Spenddown decisions; determines when a client is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF clients to needed social services.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
 26 Mark Dawson 12-14-18			NOV 29 2018			 12/17 Jeffrey Richard			11/21/18

<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
15%	3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.	
10%	4. Meets with clients to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives; applies problem-solving techniques to assist in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client's ability to obtain and retain meaningful employment; refers to employers with potential job opportunities.	
10%	5. Translates functions/procedures into Vietnamese for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.	
5%	6. Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.	
<b>17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</b>		
Human Services Casework Manager 19788-10-91-204-23-01		<b>WORKING TITLE (IF ANY)</b>
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
<b>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write Vietnamese at a colloquial skill level.		
Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position				22	PO	19785-10-91-231-11-22				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Family & Community Services			0	016	Y	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								01-01-14		
New/Revised Position			Case Management			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Region 1 North										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position			RC062		N					
Humboldt Park Office, Cook County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	No change in duties or responsibilities as previously stated, change in supervisor only.									

DIRECTOR OF CMS SIGNATURE,	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Signature: Michael Jayne Richard</i> 2/11/14	<i>Signature: Michelle J. Saldner</i>	<i>Signature: Michelle J. Saldner</i>	1/22/14
		<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">RECEIVED</p> <p style="text-align: center;">JAN 24 2014</p> <p>By _____</p> </div>	

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Services Casework Mgr. 19788-10-91-231-19-22	WORKING TITLE (IF ANY)
--	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Polish at a colloquial skill level.



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position Human Services Caseworker				22	PO	19785-10-91-231-11-22				
3. AGENCY			4. BUREAU/ DIVISION			6. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
Existing Position			Human Capital Development							
New/Revised Position Department of Human Services			Family & Community Services			0	016	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								05-16-13		
New/Revised Position Region 1 North			Case Management			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position Humboldt Park Office, Cook County			RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; make appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g. Intake), as part of an assigned caseload or on a rotational basis. Communicates in Polish to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p> <p>15% 3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in local office, the Regional Office, the</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>[Signature]</i>			<i>[Signature]</i> JUN 24 2013			<i>[Signature]</i>			27 5-13-13	
CMS-104 (Rev. 10/1/09)			By _____			CR <i>[Signature]</i>				

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
	division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc, including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.
10%	4. Translates functions/procedures into Polish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Services Casework Mgr. 19788-10-91-231-14-01	WORKING TITLE (IF ANY)
--	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Polish at a colloquial skill level.

STATE OF CONNECTICUT  
 DEPARTMENT OF SOCIAL SERVICES  
 HUMAN SERVICES DIVISION  
 1100 MAIN STREET, SUITE 100  
 HARTFORD, CT 06103  
 TEL: (860) 319-7000  
 FAX: (860) 319-7001  
 WWW: WWW.DSS.CT.GOV

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
New/Revised Position Human Services Caseworker				22	PO	19785-10-91-231-11-22			
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services		Human Capital Development			0	016	Y	R	
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Region 1 North		Case Management					07-01-12		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position Humboldt Park Office, Cook County		RC062			N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; make appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g. Intake), as part of an assigned caseload or on a rotational basis. Communicates in Polish to those individuals who do not read or speak English.</p> <p><b>SPECIFICALLY:</b></p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p> <p>15% 3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in local office, the Regional Office, the</p>								
DIRECTOR OF CMS SIGNATURE		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE		DATE		
							9/24/12		
CMS-104 (Rev. 01-01-11)		SEP 24 2012			26		POSTED 9/24/12		

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc, including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.	
5%	4. Translates functions/procedures into Polish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.	
	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Mgr. 19788-10-91-231-(11-14,21-25)-01/29		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Polish at a colloquial skill level.		



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Services Caseworker			22	PO	19785-10-91-231-11-22				
3. AGENCY Existing Position		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/J AUTH.	8. AUDIT	9. OFFICE USE	
New/Revised Position Department of Human Services		Human Capital Development		0	16	Y	R		
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE:			13. EFFECTIVE DATE		
New/Revised Position Region 1				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			<del>06-01-08</del> <del>4-1-08</del>		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM		BUTIAN EXEMPT					
New/Revised Position Humboldt Park		RC 062		N					
% OF TIME   16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; make appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g. Intake), as part of an assigned caseload or on a rotational basis. Communicates in Polish to those individuals who do not read or speak English.

SPECIFICALLY:

- 35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.
- 35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.
- 15% 3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services

CENTRAL MGMT SERVICES  
BUREAU OF PERSONNEL

DIRECTOR OF CMS SIGNATURE <i>Marcus L. ...</i>	IMMEDIATE SUPERVISOR SIGNATURE JUN 04 2008	AGENCY HEAD SIGNATURE <i>[Signature]</i>
---	---	---

*Shay Kozlovitz*  
06.05.08

*Jw*

16. (CONTINUED)

% OF TIME

and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc, including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.

10%

4. Translates functions/procedures into Polish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.

5%

5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position).

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-91-231-10-01

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to speak, read and write Polish at a colloquial skill level.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BIBLIOGRAPHICAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER						
New/Revised Position Human Services Caseworker				22		19785-10-91-231-11-22						
3. AGENCY			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH.	8. AUDIT	9. OFFICE USE		
Existing Position												
New/Revised Position Department of Human Services			Division of Community Operations			0	016	Y	R			
10. SECTION				11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE				
Existing Position								6-1-03				
New/Revised Position Bureau of Personnel Region 1												
14. WORK LOCATION Existing Position				15. BARGAINING/TERM		EXEMPT						
JUN 26 2003 Tech Services												
New/Revised Position Humboldt Park				RC062								
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS												
<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g. Intake), as part of an assigned caseload or on a rotational basis. Performs functions requiring interaction with recipients/clients which regularly involve translating for Polish speaking individuals.</p> <p>SPECIFICALLY:</p> <p>35% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.</p> <p>35% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.</p> <p>15% 3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS</p>												
DIRECTOR OF CMS SIGNATURE <i>Michael...</i>				IMMEDIATE SUPERVISOR SIGNATURE <i>...</i>				AGENCY HEAD SIGNATURE <i>Carol L. Adams</i>		DATE 6/26/03		

16. (CONTINUED)

% OF TIME

initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc, including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.

10% 4. Translates forms/procedures into Polish for clients who cannot speak or read English.

5% 5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position).

Public Service Administrator 37015-10-91-231-10-01

WORKING TITLE (IF ANY)

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program. Requires ability to communicate effectively in Polish at the colloquial level.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Human Services Caseworker					19785-10-92-109-11-01			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Family & Community Services						
NEW/REVISED POSITION		Division of Family & Community Services		0	101	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		1/16/24		
NEW/REVISED POSITION		Case Management						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Winnebago Office/Winnebago County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately. <ul style="list-style-type: none"> <li>Explains and interprets eligibility criteria, requirements, procedures, policies, and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies.</li> <li>Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance.</li> <li>Applies rules in determining assistance levels and providing services.</li> <li>Computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ul>							
30%	2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance. <ul style="list-style-type: none"> <li>Re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases.</li> <li>Reviews expenditures such as childcare and medical expenses in relation to eligibility.</li> <li>Re-determines eligibility for all Medical Assistance programs.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Reviews medical bills to determine if there is continued eligibility for payment of medical services.</li> <li>• Prepares and submits memoranda and documentation of Spenddown decisions.</li> <li>• Determines when a client is eligible for a medical card.</li> <li>• Swaps cases from one category to another in accordance with eligibility.</li> <li>• Assesses changes for impact on services available and makes adjustments in services.</li> <li>• Establishes over/under issuances of benefits and completes forms related to each.</li> <li>• Refers non TANF clients to needed social services.</li> </ul>
20%	<p>3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives.</p> <ul style="list-style-type: none"> <li>• Completes case documentation, responds to electronic correspondence, and makes entries into automated computer systems.</li> <li>• Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long-term support programs.</li> <li>• Identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, childcare issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues.</li> <li>• Provides coaching to clients experiencing difficulty in achieving employment goals.</li> <li>• Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.</li> </ul>
15%	<p>4. Meets with clients to discuss goals and activity requirements</p> <ul style="list-style-type: none"> <li>• Develops comprehensive assessment of goals and objectives.</li> <li>• Applies problem-solving techniques to assist in achieving self-sufficiency goals.</li> <li>• Identifies potential risks to self-sufficiency.</li> <li>• Makes referrals to appropriate service areas.</li> <li>• Provides coordination of multiple services reflecting connection and interaction with community providers.</li> <li>• Evaluates client's ability to obtain and retain meaningful employment.</li> <li>• Refers to employers with potential job opportunities.</li> </ul>
5%	<p>5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>	
<p style="text-align: right;">WORKING TITLE (IF ANY)</p>	
<p>Human Services Casework Manager 19788-10-92-109-06-29 (07-01) (08-01) (11-29) (12-01) (13-01) (14-01) (21-29) (23-29) (24-01) (25-01) (26-01)</p>	
<p>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</p>	
<p><input type="checkbox"/> Supervisor    <input type="checkbox"/> Lead Worker</p>	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

- Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field.
- Requires one year of professional casework or crisis intervention experience in a social service agency OR Successful completion of an agency-sponsored training program.

\*Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.

20. CONDITIONS OF EMPLOYMENT

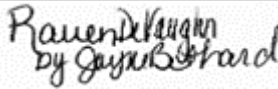
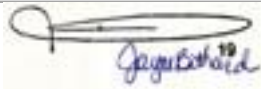
- N/A

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented caseworker to receive and assist customers seeking public assistance services available through Department of Human Services (DHS) programs in the Winnebago Office. This position manages a public assistance caseload by performing professional casework duties in all categories of assistance; serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives; and meets with clients to discuss goals and activity requirements. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 1/23/24			1/22/24

LH



1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						19785-10-92-109-11-01		
Human Services Caseworker								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Family & Community Services		0	101	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		07/01/2022	
NEW/REVISED POSITION								
Region 2		Case Management						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Winnebago Office/Winnebago County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately.</p> <ul style="list-style-type: none"> <li>Explains and interprets eligibility criteria, requirements, procedures, policies, and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies.</li> <li>Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance.</li> <li>Applies rules in determining assistance levels and providing services.</li> <li>Computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ul>							


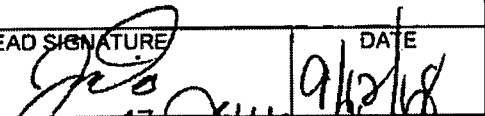
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	<p>2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance.</p> <ul style="list-style-type: none"> <li>• Re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases.</li> <li>• Reviews expenditures such as childcare and medical expenses in relation to eligibility.</li> <li>• Re-determines eligibility for all Medical Assistance programs.</li> <li>• Reviews medical bills to determine if there is continued eligibility for payment of medical services.</li> <li>• Prepares and submits memoranda and documentation of Spenddown decisions.</li> <li>• Determines when a client is eligible for a medical card.</li> <li>• Swaps cases from one category to another in accordance with eligibility.</li> <li>• Assesses changes for impact on services available and makes adjustments in services.</li> <li>• Establishes over/under issuances of benefits and completes forms related to each.</li> <li>• Refers non TANF clients to needed social services.</li> </ul>
20%	<p>3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives.</p> <ul style="list-style-type: none"> <li>• Completes case documentation, responds to electronic correspondence, and makes entries into automated computer systems.</li> <li>• Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long-term support programs.</li> <li>• Identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, childcare issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues.</li> <li>• Provides coaching to clients experiencing difficulty in achieving employment goals.</li> <li>• Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.</li> </ul>
15%	<p>4. Meets with clients to discuss goals and activity requirements</p> <ul style="list-style-type: none"> <li>• Develops comprehensive assessment of goals and objectives.</li> <li>• Applies problem-solving techniques to assist in achieving self-sufficiency goals.</li> <li>• Identifies potential risks to self-sufficiency.</li> <li>• Makes referrals to appropriate service areas.</li> <li>• Provides coordination of multiple services reflecting connection and interaction with community providers.</li> <li>• Evaluates client's ability to obtain and retain meaningful employment.</li> <li>• Refers to employers with potential job opportunities.</li> </ul>

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Human Services Casework Manager 19788-10-92-109-06-29 (07-01) (08-01) (11-29) (12-01) (13-01) (14-01) (21-29) (23-29) (24-01) (25-01) (26-01)		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u>		
<ol style="list-style-type: none"> <li>Requires a bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field.</li> <li>Requires one year of professional casework or crisis intervention experience in a social service agency OR Successful completion of an agency-sponsored training program.</li> </ol> <p>Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.</p>		
20. CONDITIONS OF EMPLOYMENT		
1. N/A		
21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.		
Under direction, receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately. Manages a public assistance caseload by performing professional casework duties in all categories of assistance. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Meets with clients to discuss goals and activity requirements.		

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 8/11/22			7/8/22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position									
New/Revised Position					19785-10-92-109-11-01				
Human Services Caseworker									
3. AGENCY		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position		Division of Family & Community Services							
New/Revised Position		Family & Community Services			0	101	Y	R	
Department of Human Services									
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position							07-01-18		
New/Revised Position		Case Management							
Region 2									
14. WORK LOCATION		15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position		RC062		N					
Winnebago Office, Winnebago County									
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services (DHS) as well as auxiliary state, local and federal programs. Explains and interprets eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the clients' skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify individual receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Receives and assists customers to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy. Communicates with customers and other DHS staff in both verbal and written form.</p> <p>30% 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; re-determines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of Spenddown decisions; determines when a client is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF clients to needed social services.</p>								
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE
 Mark Dawson 10-11-18						 9/28/18			

<b>16. (CONTINUED)</b>		
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)</b>	
20%	3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.	
15%	4. Meets with clients to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives; applies problem-solving techniques to assist in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client's ability to obtain and retain meaningful employment; refers to employers with potential job opportunities.	
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
<b>17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</b>		
Human Services Casework Manager 19788-10-92-109-06-29 (07-01) (08-01) (11-29) (12-01) (13-01) (14-01) (21-29) (23-29) (24-01) (25-01) (26-01)		<b>WORKING TITLE (IF ANY)</b>
<b>18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:</b>		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
<b>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.		
Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.		



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position						19785-10-92-109-11-01				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Division of Family & Community Services			0	101	Y	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								06/16/15		
New/Revised Position			Case Management			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Region 2										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position			RC062		N					
Winnebago Office, Winnebago County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	No change in duties or responsibilities as previously stated, change in supervisors only.									

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>[Signature]</i>		<i>[Signature]</i>	7/28/15

RECEIVED  
JUL 31 2015  
By \_\_\_\_\_

CMS-104 (Rev. 09/14) 8/1/15

16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
21-21-01	

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Services Casework Manager 19788-10-92-109-(11-29)(12-01)(13-01)(14-01)(21-29)(23-29)(24-01)(25-01)(06-29)(07-01)(08-01)( <del>25-01</del> )(26-01)	WORKING TITLE (IF ANY)

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

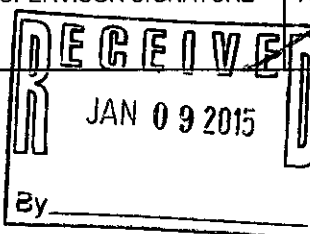
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

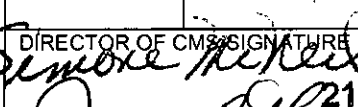


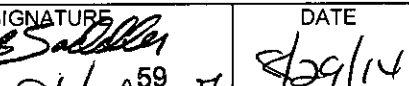
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position						19785-10-92-109-11-01				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Division of Family & Community Services			0	101	Y	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								12-16-14		
New/Revised Position			Case Management			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Region 2										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position			RC062		N					
Winnebago Office, Winnebago County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	No change in duties or responsibilities as previously stated, change in supervisors only.									

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Suzanne McNeil</i> CMS-104 (Rev. 11/94) 1/2/15		<i>Michelle P. S. Sullivan</i> CR	1/7/15
			
		59	

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Manager 19788-10-92-109-(06-29)(07-01)(08-01)(11-29)(12-01)(13-01)(21-29)(23-29)(24-01)(25-01)(26-01)		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b> If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.		

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position						19785-10-92-109-11-01				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Division of Family & Community Services			0	101	Y	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								08-16-14		
New/Revised Position			Case Management			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Region 2										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position			RC062		N					
Winnebago Office, Winnebago County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates with customers and other DHS staff in both verbal and written form.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Receives and assists customers in order to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and SNAP allotments verifying benefit accuracy. Communicates with customers and other DHS staff in both verbal and written form.</p> <p>30% 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; redetermines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; redetermines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of spenddown decisions; determines when a customer is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF customers to needed social services.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
 221 9/19/14			 SEP 03 2014			 59			 9/29/14	
CMS-100 (05/09/11)			By _____							

16. (CONTINUED)	
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
20%	3. Serves as part of a public assistance delivery network to verify applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division of DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for customers to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.
15%	4. Meets with customers to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives with the customer; applies problem-solving techniques to assist customers in achieving their self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates customer ability to obtain and retain meaningful employment; refers customers to employers with job opportunities.
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Human Services Casework Manager 19788-10-92-109-(06-01)(07-01)(08-01)(11-01)(12-01)(13-01)(21-29)(23-29)(24-01)(25-01)(26-01)	WORKING TITLE (IF ANY)
---	------------------------

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.



1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position						19785-10-92-109-11-01				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AT AUTH	8. AUDIT	9. OFFICE USE
Existing Position			Human Capital Development							
New/Revised Position			Family & Community Services			0	101	Y	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								06/01/13		
New/Revised Position										
Region 2										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position			RC062		N					
Winnebago Office, Winnebago County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the customer's skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify customer receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis.</p> <p>SPECIFICALLY:</p> <p>30% 1. Receives and assists customers in order to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and SNAP allotments verifying benefit accuracy.</p> <p>30% 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; redetermines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; redetermines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of spenddown decisions; determines when a customer is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF customers to needed social services. --</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
									6/12/13	

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
20%	3. Serves as part of a public assistance delivery network to verify applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division of DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for customers to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.	
15%	4. Meets with customers to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives with the customer; applies problem-solving techniques to assist customers in achieving their self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates customer ability to obtain and retain meaningful employment; refers customers to employers with job opportunities.	
5%	5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Mgr19788-10-92-109-(06-01)(07-01)(08-01)(11-01)(12-01)(13-01)(21-29)(23-29)(24-01)		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer.		



POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 19785-10-92-109-25-01				
New/Revised Position Human Services Caseworker					19785-10-92-109-11-01				
3. AGENCY Existing Position			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. M. AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Division of Community Operations		0	101	Y	R	
10. SECTION Existing Position			11. Unit		12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position Region 2								7-1-02	
14. WORK LOCATION Existing Position			15. BARGAINING/TERM		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Winnebago			RC062						

% OF TIME | 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis.

SPECIFICALLY:

40% | 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.

40% | 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.

15% | 3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the

DIRECTOR OF CMS SIGNATURE <i>Michael Schwartz RK</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Linda Renee Baker</i>	AGENCY HEAD SIGNATURE <i>Linda Renee Baker</i>	DATE 7/11/02
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7/23/02

FC

16. (CONTINUED)

% OF TIME

division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.

5%

4. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position).

WORKING TITLE (IF ANY)

Human Services Casework Manager 19788-10-92-(06-08, 11-13, 21-24)-01

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program.



ILLINOIS  
DEPARTMENT OF CENTRAL  
MANAGEMENT SERVICES

POSITION DESCRIPTION  
hsc final

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position					19785-10-92-109-25-51				
Human Services Caseworker					19785-10-92-109-25-01				
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. OFFICE USE
Existing Position									
New/Revised Position									
Department of Human Services			Division of Community Operations		0	101	Y	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position								9-1-99	
New/Revised Position									
Region 2									
14. WORK LOCATION			15. BARGAINING/TERM		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position									
New/Revised Position									
Winnebago			RC062						

% OF TIME | 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services as well as auxiliary state, local and federal programs. Explains eligibility criteria and requirements for public assistance programs. Collects client data and determines eligibility. Discusses applicant goals and participation levels. Assesses client skills and evaluates client ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to ensure applicant receives available benefits. Completes casefile documentation. This position performs functions outlined below, or a portion thereof (e.g., Intake), as part of an assigned caseload or on a rotational basis.

SPECIFICALLY:

- 40% 1. Provides public assistance services available through DHS programs. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as family members, representatives, other public assistance providers, other areas of DHS, state and local agencies. Gathers necessary data from applicant; determines initial and/or ongoing eligibility of applicants for all categories of public assistance; applies rules in determining assistance levels and providing services; reviews expenditures and medical bills; computes monthly grants and food stamp allotments. Prepares casefile documentation. Updates casefile information as applicant data changes; assesses changes for impact on services available; makes adjustments in services as warranted.
- 40% 2. Meets with applicants/clients to discuss applicant goals and participation levels; completes comprehensive assessment of client skills, supports and barriers to self-sufficiency; with client/applicant, establishes self sufficiency goals and objectives. Counsels applicants and clients; applies problem-solving techniques to assist applicants in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client ability to obtain and retain meaningful employment; refers clients to employers with job opportunities.

RECEIVED

SEP 08 1999

DIRECTOR OF CMS SIGNATURE <i>Michael Schwartz</i>	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE <i>Howard A. Administration</i>	DATE 9-3-99
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9-17-99

POSTED

16. (CONTINUED)

% OF TIME

15%

3. Serves as part of a public assistance delivery network to ensure applicants are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Participates in discussions with other professional staff in the local office, the Regional Office, the division and DHS involving client needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies needs areas and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including necessary authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals.

5%

4. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position).

WORKING TITLE (IF ANY)

PA Administrator II 35732-10-92-100-10/20-51/52

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely-related field. Requires one year professional case work or crisis intervention experience in a social service agency or successful completion of an agency-sponsored training program.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 01/04/99

PROGRAM #: IMPO60

FROM

TO

POSITION #: 35815-10-92-109-25-51

POSITION #: 19785-10-92-109-25-51

TITLE NAME: P A CASEWORK SPEC

TITLE NAME: HUMAN SERV CASEWORKER

DEPARTMENT: HUMAN SERVICES

DEPARTMENT: HUMAN SERVICES

DIVISION : REGION II

DIVISION : REGION II

\* \* \* \* \*

A/I CONTRL: 015

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: FC013

AUDIT CODE: RECORD

EFFEC DATE: 01-01-99

BARG CODE : RC062

POS OPTION:

RUTAN EXEMPT: N

BILING PAY:

TERM ID :

ALT FORM :

\* \* \* \* \*

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 10/29/97

PROGRAM #: IMPO60

FROM

TO

POSITION #: 35815-10-94-109-25-51

POSITION #: 35815-10-92-109-25-51

TITLE NAME: P A CASEWORK SPEC

TITLE NAME: P A CASEWRK SPEC

DEPARTMENT: HUMAN SERVICES

DEPARTMENT: HUMAN SERVICES

DIVISION : REGION IV

DIVISION : REGION II

\* \* \* \* \*

A/I CONTRL: 015

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: MC024

AUDIT CODE: RECORD

EFPEC DATE: 10-16-97

BARG CODE : RC062

POS OPTION:

RUTAN EXEMPT: N

BILING PAY:

TERM ID :

ALT FORM :

\* \* \* \* \*

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPPO3

RUN DATE: 07/01/97

PROGRAM #: IMPO60

FROM

TO

POSITION #: 35815-33-77-109-25-51

POSITION #: 35815-10-94-109-25-51

TITLE NAME: P A CASEWORK SPEC

TITLE NAME: P A CASEWORK SPEC

DEPARTMENT: PUBLIC AID

DEPARTMENT: HUMAN SERVICES

DIVISION : NORTHWEST ZONE

DIVISION : REGION IV

\* \* \* \* \*

A/I CONTRL: 015

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: MC094

AUDIT CODE: RECORD

EFFEC DATE: 07-01-97

BARG CODE : RC062

POS OPTION:

RUTAN EXEMPT: N

BILING PAY:

TERM ID :

REMARKS : TRANSFER MANDATED BY HOUSE BILL 2632

\* \* \* \* \*



ILLINOIS DEPARTMENT OF  
OFFICE OF  
**CENTRAL MANAGEMENT SERVICES**  
LABOR RELATIONS

**POSITION DESCRIPTION**

D  
EOD 3-7-96

1. POSITION TITLE Existing Position <b>Jan 22 '96</b>		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 35815-33-77-109-25-51				
New / Revised Position P.A. CASEWORK SPECIALIST									
3. AGENCY Existing Position DEPT. OF PUBLIC AID		4. BUREAU / DIVISION FIELD OPERATIONS			5. EXEMPT CODE 0	6. WORK COUNTY 101	7. A/I AUTH. Y	8. AUDIT R	9. OFFICE USE
New / Revised Position									
10. SECTION Existing Position NORTHWEST ZONE		11. UNIT CASE MANAGEMENT			12. TRANSACTION CODE			13. EFFECTIVE DATE 02-16-96	
New / Revised Position					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION Existing Position WINNEBAGO COUNTY		15. BARGAINING / TERM CODE RC-62		RUTAN EXEMPT N-T					
New / Revised Position									

**% OF TIME | 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES**

Under direction, manages a public assistance caseload by performing professional casework duties in such categories as Aid to Families with Dependent Children (AFDC) including Earned Income cases, Medical Assistance No Grant (MANG) including Spenddown cases, Transitional Assistance, Aid to the Aged, Blind and Disabled (AABD), Group Care, Food Stamps, Presumptive Eligibility or other such cases; explains and interprets agency public assistance programs, policy and eligibility requirements; explains work incentive programs and encourages client participation; assists clients in resolving problems that interfere with work or educational opportunities.

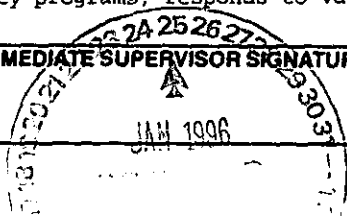
30% 1. Manages a public assistance caseload; explains and interprets agency public assistance programs, policy and eligibility requirements; performs periodic redetermination/re-certification of client eligibility for the various public assistance programs and "swaps" cases as required by program need; determines grant amounts and identifies and completes necessary referral on possible fraudulent cases; computes client's earned income, monthly grant and food stamp allotment based on client's income and allowable expenditures; authorizes and/or mails a copy of computations and monthly budget to client; determines overpayments and initiates action for recovery.

30% 2. Informs clients of and interprets new program policy and procedures relative to changes in the State's Welfare Program; explains work incentive programs and encourages client participation in these programs; explains child support services and requirements; approves service grants to assist clients in resolving problems interfering with their employability or participation in educational opportunities, such as transportation costs, uniform purchases, child care services, scholastic fees or tuition, etc.; contacts community service organizations to obtain information on the possibility of client participation in available work and educational opportunities; refers interested clients to appropriate work incentive programs.

20% 3. Manages earned income cases; determines continued eligibility for Aid to Families with Dependent Children (AFDC) cases with or without earned income. Revises and redetermines monthly eligibility of Medical Assistance No-Grant Spenddown cases; reviews medical bills to determine date of medical service, amount and coverage of billing; determines if there is to be continued eligibility for payment of medical services; prepares and submits memoranda and documentation regarding spenddown. Manages group care cases with or without point count determinations; determines if client or spouse has reached or exceeded the amount of assets and income allowed before being eligible for public assistance.

10% 4. Evaluates requests and identifies special needs of clients for referral to appropriate services; conducts home visits or office interviews and evaluates results; determines changes in status and calculates amount of assistance in accordance with agency policy and procedures; relays current information to other agency programs; responds to various inquiries from clients in the assigned caseload.

DIRECTOR OF CMS SIGNATURE <i>Michael S. Schwartz</i> RK	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>Robert W. Wright</i>	DATE 1-24-96
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16. (CONTINUED)

% OF TIME

- 5% 5. Records case status changes, such as change in address, unit composition and number, budget computation, food stamps and medical eligibility; notifies clients of changes in status and appeal rights; updates data pertaining to assigned cases by completing and filing all agency forms; makes entries in case records of all actions taken; ensures that documents placed in record are accurate and complete; performs routine clearances to verify client eligibility.
- 5% 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

PA ADMINISTRATOR 2      35732-33-77-109-10/20-51/52

WORKING TITLE (IF ANY)

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in the behavioral sciences, business or education, plus one year of professional casework experience in a social service agency. Or requires five years of related business experience; or requires four years as a Public Aid Eligibility Assistant; or requires six years of Public Aid clerical experience. Or requires any combination of equivalent training and experience.

WPP11421

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 12/18/95

PROGRAM #: IMPO60

FROM

TO

POSITION #: 35856-33-77-109-25-51

POSITION #: 35815-33-77-109-25-51

TITLE NAME: P A INCOME MAINT SPEC 2

TITLE NAME: P A CASEWORK SPECIALIST

DEPARTMENT: PUBLIC AID

DEPARTMENT: PUBLIC AID

DIVISION : NORTHWEST ZONE

DIVISION : NORTHWEST ZONE

\* \* \* \* \*

A/I CONTRL: 015

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: FC011

AUDIT CODE: RECORD

EFFEC DATE: 12-01-95

BARG CODE : RC062

POS OPTION:

ADMN OR190:

BILING PAY:

TERM ID :

\* \* \* \* \*



2023-17-94

1. POSITION TITLE Existing Position Jan 31 '94		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER 35856-33-77-109-25-51				
New/Revised Position P.A. INCOME MAINTENANCE SPECIALIST II								
3. AGENCY Existing Position		4. DIVISION/BUREAU OPERATIONS Northwest Zone		5. EXMT CODE 0	6. WORK COUNTY 101	7. AUTH. Y	8. AUDIT R	9. OFFICE USE
New/Revised Position DEPARTMENT OF PUBLIC AID								
10. SECTION Existing Position		11. UNIT Case Management (Stay)		12. TRANSACTION CODE		13. EFFECTIVE DATE 2-16-94		
New/Revised Position WINNEBAGO COUNTY						<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE RC062		RUTAN EXEMPT				
New/Revised Position WINNEBAGO COUNTY (ROCKFORD)								

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES

Under the direction of a Casework Supervisor, acts as case manager of a specialized caseload consisting of earned income AFDC cases and/or Medical Assistance-No Grant Spenddown cases; performs duties in accordance with policies and procedures established by the Agency.

1. Redetermines continued eligibility for AFDC cases with earned income; completes forms to convert cases to monthly mailing schedules, received and reviews status reports; reviews expenditures such as child care and medical expenses in relation to eligibility; or determines continued eligibility for Medical Assistance-No Grant Spenddown cases; reviews medical bills to determine date of medical service, amount and coverage of billing; determines if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of spenddown decisions; determines when client is eligible for medical card, conducts interviews to verify information and to obtain necessary information.	60%
2. Evaluates cases received from Intake Unit for continuing assistance; re-enrolls eligible clients into the Program; may SWAP cases to other categories; conducts office interviews, telephone calls and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc.	10%
3. Responds to written, telephone and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services; maintains appropriate entries in case records and completes necessary forms and reports; issues emergency assistance to clients in response to lost or stolen warrants, food stamp benefits or medical cards.	10%

DIRECTOR OF CMS SIGNATURE <i>Stephen P. Schraf</i> RK	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE <i>Robert W. Wright</i> 48	DATE 2-17-94
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2-24-94

FEB 17 1994

- 4. Performs periodic redetermination of clients' eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits; reviews problem areas, and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; handles issues of clients' overpayment and processes recoupment and recovery actions. 10%
- 5. Maintains and initiates contacts with appropriate Agency units and outside agencies, county officials, doctors, insurance companies, etc., relative to the management of the assigned caseload; organizes, maintains and controls caseload records and material; provides information to other units; tracks or reconstructs lost case records. 5%
- 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 5%

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

P.A. CASEWORK SUPERVISOR 35810-33-77-109-20-51

18. IF THIS POSITION IS

- SUPERVISORY (person who assigns and reviews work, prepares, conducts and signs performance evaluations, effectively recommends and imposes disciplinary action, and adjusts grievances).
- LEAD WORKER (person who assigns and reviews work, provides input into performance evaluations and provides guidance and direction to staff).

List position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires one year of experience such as could be obtained as a P.A. Income Maintenance Specialist I or, in a higher level, related title; or requires knowledge, skill and mental development equivalent to completion of four years of college with coursework experience in a social service agency; or, any combination of equivalent training and experience.



FCP 3-1794

1. POSITION TITLE Existing Position		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position P.A. INCOME MAINTENANCE SPECIALIST I				35855-33-77-109-25-51				
3. AGENCY Existing Position		4. DIVISION/BUREAU		5. EXMT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position DEPARTMENT OF PUBLIC AID		OPERATIONS / Northwest Zone		0	101	Y	R	
10. SECTION Existing Position		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position WINNEBAGO COUNTY		Case Management / Staff					2-16-94	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE		RUTAN EXEMPT	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
New/Revised Position WINNEBAGO COUNTY (ROCKFORD)		RC062						
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								% OF TIME

Under general supervision, performs professional casework duties in managing an assigned caseload in accordance with established standards and administrative policies; redetermines eligibility; maintains records for assigned cases; reviews procedures in case management policies and procedures; determines immediate possible sources of revenue for recipients.

- |   |     |
|---|-----|
| 1. Performs professional casework duties in managing a public assistance caseload of cases in such categories as Aid to Families with Dependent Children, Medical Assistance - No Grant, Aid to the Aged, Blind and Disabled, Food Stamps, Presumptive Eligibility, Group Care, or other such cases.  | 35% |
| 2. Evaluates cases received from Intake Unit for continuing assistance; re-enrolls eligible clients into the Program; may SWAP cases to other categories; conducts office interviews, telephone calls and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc.   | 20% |
| 3. Responds to written, telephone and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services; maintains appropriate entries in case records and completes necessary forms and reports; issues emergency assistance to clients in response to lost or stolen warrants, food stamp benefits or medical cards. | 20% |

DIRECTOR OF CMS SIGNATURE <i>Stephen B. Schroy</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>[Signature]</i>	AGENCY HEAD SIGNATURE <i>Robert W. Wright</i>	DATE 2-17-94
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22494 FEB 17 1994

- 4. Performs periodic redetermination of clients' eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits; reviews problem areas, and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; handles issues of clients' overpayment and processes recoupment and recovery actions. 15%
- 5. Maintains and initiates contacts with appropriate Agency units and outside agencies, county officials, doctors, insurance companies, etc., relative to the management of the assigned caseload; organizes, maintains and controls caseload records and material; provides information to other units; tracks or reconstructs lost case records. 5%
- 6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 5%

**17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)**

P.A. CASEWORK SUPERVISOR 35810-33-77-109-20-51

**18. IF THIS POSITION IS**

- SUPERVISORY (person who assigns and reviews work, prepares, conducts and signs performance evaluations, effectively recommends and imposes disciplinary action, and adjusts grievances).
- LEAD WORKER (person who assigns and reviews work, provides input into performance evaluations and provides guidance and direction to staff).

List position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

**19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in the behavioral sciences, business or education; or, or, requires four years of Public Aid clerical experience; or, any combination of equivalent training and experience.

ILLINOIS DEPARTMENT OF PERSONNEL

- - - POSITION ACTION NOTICE - - -

REPORT #: DPPO3

RUN DATE: 08/10/92

PROGRAM #: IMPO60

FROM

TO

POSITION #: 35856-33-91-109-25-51

POSITION #: 35856-33-77-109-25-51

TITLE NAME: P A INCOME MAINT SPEC 2

TITLE NAME: P A INCOME MAINT SPEC 2

DEPARTMENT: PUBLIC AID

DEPARTMENT: PUBLIC AID

DIVISION : REGION 5 - ROCKFORD

DIVISION : NORTHWEST ZONE

\* \* \* \* \*

A/I CONTRL: 015

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: MC024

AUDIT CODE: RECORD

EFFEC DATE: 07-01-82

BARG CODE : RC062

POS OPTION:

ADMN OR190:

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10-28  
T

1. POSITION TITLE Existing Position <i>Intake</i>		2. POSITION NUMBER <i>35855-33-91-109-25-51</i>			
New/Revised Position P.A. INCOME MAINTENANCE SPECIALIST I					
3. AGENCY Existing Position	4. DIVISION/BUREAU PUBLIC AID	5. EXMT CODE 0	6. WORK COUNTY 101	7. A/I AUTH. Y	8. AUDIT R
New/Revised Position PUBLIC AID		OPERATIONS/REGION 5			
10. SECTION Existing Position	11. UNIT CASEMANAGEMENT	12. TRANSACTION CODE		13. EFFECTIVE DATE 11-1-91	
New/Revised Position <i>Winnepago Co</i>		14. WORK LOCATION		15. BARGAINING/TERM CODE RC-62	
Existing Position				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION	
New/Revised Position <i>Winnepago Co</i>					

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES

Under general supervision, performs professional casework duties in managing an assigned caseload in accordance with established standards and administrative policies; redetermines eligibility; maintains records for assigned cases; reviews procedures in casemanagement policies and procedures; determines immediate possible sources of revenue for recipients.

1. Performs professional casework duties in managing a public assistance caseload of cases in such categories as Aid to Families with Dependent Children, Medical Assistance No Grant, General Assistance, Aid to the Aged, Blind and Disabled, Food Stamps, Presumptive Eligibility, Group Care, or other such cases.	25%
2. Evaluates cases received from Intake Unit for continuing assistance; re-enrolls eligible clients into the Program; may SWAP cases to other categories; conducts home visits, office interviews, telephone calls and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc.	20%
3. Responds to written, phone and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services; maintains appropriate entries in case records and completes necessary forms and reports; issues emergency assistance to clients in response to lost or stolen warrants, food stamps cards or medical cards.	15%
4. Performs periodic redetermination of clients eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits; reviews problem areas, and determines continuation or adjustment of current assistance plan; updates case records and completed necessary forms and reports; handles issues of clients' overpayment and processes recoupment and recovery actions.	15%

DIRECTOR OF CMS SIGNATURE <i>Stephen B. Schroy/RK</i>	IMMEDIATE SUPERVISOR SIGNATURE OCT 30 1991	AGENCY HEAD SIGNATURE <i>[Signature]</i>	DATE 10-30-91
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16. (Continued)

% OF TIME

- 5. Maintains and initiates contacts with appropriate Agency units and outside agencies, county officials, doctors, insurance companies, etc., relative to the management of the assigned caseload; organizes, maintains and controls caseload records and material; provides information to other units; track or reconstructs lost case records. 10%
- 6. Determines resources available to a client for consideration in redetermining eligibility; utilizes various public records bearing on case decisions; including court house records, birth records, taxes, residence, property, debts, insurance, bank accounts, and other information; maintains working relationship with attorneys, judges, insurance agencies, lending institution, etc., in collecting State's claim against estates; arranges for adjustment of insurance owned by recipients; initiates necessary action for client personal injury claims and excess assistance payments; selects or functions as protective payee for clients who continually exceed allocated budget; provides guidance and assistance to other staff members in evaluating and solving difficult resources problems. 10%
- 7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 5%

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. CASEWORK SUPERVISOR 35810-33-91-109-2051

18. IF THIS POSITION IS  SUPERVISORY OR  A LEAD WORKER (person who assigns and reviews work and has input into performance evaluations); list position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION:

SAME AS SPECS.

7-31-90

1. POSITION TITLE Existing Position		2. POSITION NUMBER 35856-33-91-109-25-60				
New/Revised Position P.A. INCOME MAINTENANCE SPECIALIST II		35856-33-91-109-25-51				
3. AGENCY Existing Position	4. DIVISION/BUREAU	5. EXMT CODE	6. WORK COUNTY	7. AT AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position PUBLIC AID	OPERATIONS/REGION 5	0	101	Y	R	Mage
10. SECTION Existing Position	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Winthrop	CASEMANAGEMENT			08-16-90		
14. WORK LOCATION Existing Position	15. BARGAINING/TERM CODE	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Winthrop	RC-62					

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES

Under the direction of a Casework Supervisor, acts as case manager of a specialized caseload consisting of earned income AFDC cases and/or Medical Assistance-No Grant Spenddown cases; performs duties in accordance with policies and procedures established by the Agency.

1. Redetermines eligibility for AFDC cases with earned income; completes forms to convert cases to monthly mailing schedules, receives and reviews status reports; reviews expenditures such as child care and medical expenses in relation to eligibility.	30%
2. Redetermines eligibility of Medical Assistance No-Grant Spenddown cases; reviews medical bills to determine date of medical service, amount and coverage of billing; determines if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of spenddown decisions; determines when client is eligible for a medical card, conducts interviews to verify information and to obtain necessary information; prepares reapplications for clients whose enrollment in the MANG program has lapsed; swaps cases from one category to another in accordance with eligibility.	30%
3. Computes clients monthly grants and food stamp allotments based on income and allowable expenditures; authorizes and/or mails a copy of computations and the monthly budget to clients; determines overpayment or underpayment and initiates actions of recoupment to recovery.	15%
4. Interviews clients in their homes or in the office and conducts telephone interviews in the determination of eligibility; records case status changes and eligibility factors; updates data and uses the computer system for data entry and computations.	15%
5. Participates in conferences, staff development and other initiatives of the Agency designed to enhance performance.	3%
6. Performs other duties required which are within the scope of these duties.	2%

DIRECTOR OF CMS SIGNATURE Eugene S. Reineke	IMMEDIATE SUPERVISOR SIGNATURE Kathleen Kestral	AGENCY HEAD SIGNATURE Kathleen Kestral	DATE 8-1-90
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AUG 2 1990 DIRECTOR #36

16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

*CW Sup 35810-33-91-109-20-51 Apr 57*

18. IF THIS POSITION IS  SUPERVISORY OR  A LEAD WORKER (person who assigns and reviews work and has input into performance evaluations), list position title, position number, and number of incumbents immediately subordinate:

Position Title	Position Number	No. of Incumbents
<i>N/A</i>		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION:

*Same as Spec*



Robert Fels, Joyce Caldwell, Laura Moore, Nolan Sullivan

ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

10/28/89  
119

1. POSITION TITLE Existing Position		2. POSITION NUMBER 35856-33-91-109-25-57				
New/Revised Position PA Income Maintenance Specialist II		35856-33-91-109-25-57				
3. AGENCY Existing Position	4. DIVISION/BUREAU	5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Public Aid	Operations / Reg 5	0	101	Y		
New/Revised Position	11. UNIT	12. TRANSACTION CODE	13. EFFECTIVE DATE			
Public Aid		0	101	Y	R	09-01-89
10. SECTION Existing Position	14. WORK LOCATION	15. BARGAINING/TERM CODE				
Winnebago Co.	Winnebago Co.	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input checked="" type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position	16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES					
Winnebago Co.	RC-63					

- Under the direction of a Casework Supervisor, acts as case manager of a specialized caseload consisting of earned income AFDC cases and/or Medical Assistance-No Grant Spenddown cases; performs duties in accordance with policies and procedures established by the Agency.
1. Redetermines eligibility for AFDC cases with earned income; completes forms to convert cases to monthly mailing schedules, receives and reviews status reports; reviews expenditures such as child care and medical expenses in relation to eligibility. 30%
  2. Redetermines eligibility of Medical Assistance No-Grant Spenddown cases; reviews medical bills to determine date of medical service, amount and coverage of billing; determines if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of spenddown decisions; determines when client is eligible for a medical card, conducts interviews to verify information and to obtain necessary information; prepares reapplications for clients whose enrollment in the MANG program has lapsed; swaps cases from one category to another in accordance with eligibility. 30%
  3. Computes clients monthly grants and food stamp allotments based on income and allowable expenditures; authorizes and/or mails a copy of computations and the monthly budget to clients; determines overpayment or underpayment and initiates actions of recoupment or recovery. 15%
  4. Interviews clients in their homes or in the office and conducts telephone interviews in the determination of eligibility; records case status changes and eligibility factors; updates data and uses the computer system for data entry and computations. 15%
  5. Participates in conferences, staff development and other initiatives of the Agency designed to enhance performance. 3%
  6. Performs other duties required which are within the scope of these duties. 2%

DIRECTOR OF CMS SIGNATURE Eugene S. Reineke RK	IMMEDIATE SUPERVISOR SIGNATURE Susan S. [Signature]	AGENCY HEAD SIGNATURE [Signature]	DATE 8-25-89
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16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

*CW Supervisor 35810-33-91-109-20-51*

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
<i>N/A</i>			

Position assigned responsibility as leadworker check and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

*Same as Specs*

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706

*Page 6*

**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>				
Existing Position						
New/Revised Position		35855-33-91-109-25-67				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position						
New/Revised Position						
<b>PUBLIC AID</b>	<b>OPERATIONS/REGION V</b>	<b>O</b>	<b>101</b>	<b>V</b>	<b>R</b>	
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
Existing Position				09-16-88		
New/Revised Position		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
<b>WINNEBAGO COUNTY</b>	<b>INCOME MAINTENANCE</b>					
<b>14. WORK LOCATION</b>	<b>15. BARGAINING/TERM CODE</b>					
Existing Position						
New/Revised Position						
<b>ROCKFORD</b>	<b>RC-62</b>					

**16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES** % OF TIME

Under general supervision, performs professional casemanager duties for a caseload including Non-Assistance Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in Agency policies and procedures.

- Evaluates and re-evaluates cases received from Intake Unit for continuing assistance. Budgets income in accordance with Department policy to ensure correct food stamp allotments. 26%
- Conducts home visits, office interviews, telephone calls, and follow-up visits; maintain awareness of changes of client status, address, employment status, etc. responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports. 35%
- Performs periodic redetermination of client eligibility for the assigned caseload; conducts in-office, home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; ensures all data is computed correctly. 27%
- Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development. 10%
- Performs other duties as assigned which are within the scope enumerated above. 02%

SEP 15 1988

<b>DIRECTOR OF CMS SIGNATURE</b>	<b>IMMEDIATE SUPERVISOR SIGNATURE</b>	<b>AGENCY HEAD SIGNATURE</b>	<b>DATE</b>
<i>Michael Tristano RB</i>	<i>T. J. Walker</i>	<i>Keither Becht</i>	9-14-88

16. (Continued)

% OF TIME

**17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)**

*P.A. CASEWORK SUPERVISOR 35810-33-91-109-20-56*

**18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)**

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
<i>NA</i>			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

**19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.**

*Requires knowledge, skill and mental development equivalent to completion of four years of college with course work in the behavioral sciences, business or education; or requires two years of experience such as could be obtained as a Public Aid Eligibility Assistant or requires two years of business experience; or requires four years of Public Aid clerical experience; or other equating combinations of training and experience.*

ILLINOIS DEPARTMENT OF PERSONNEL

--- POSITION ACTION NOTICE ---

REPORT #: DPP03

RUN DATE: 08/02/88

PROGRAM #: IMP060

FROM

TO

POSITION #: 35813-33-91-109-25-60

POSITION #: 35856-33-91-109-25-60

TITLE NAME: P A CASEWORKER 3

TITLE NAME: P A INCOME MAINT SPEC 2

DEPARTMENT: PUBLIC AID

DEPARTMENT: PUBLIC AID

DIVISION : REGION 5 - ROCKFORD

DIVISION : REGION 5 - ROCKFORD

\* \* \* \* \*

A/I CONTRL: 002

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: FS713

AUDIT CODE: PHONE

EFFEC DATE: 06-30-88

BARG CODE : RC062

\* \* \* \* \*



1. POSITION TITLE		2. POSITION NUMBER				
Existing Position P.A. CASEWORKER IV		35814-33-91-109-15-51				
New/Revised Position P.A. INCOME MAINTENANCE SPECIALIST I		35855-33-91-109-25-62				
3. AGENCY	4. DIVISION/BUREAU	5. EXMT CODE	6. WORK COUNTY	7. AJI AUTH.	8. AUDIT	9. OFFICE USE
Existing Position						RECLASS
New/Revised Position PUBLIC AID	OPERATIONS/REGION 5	0	101	N	R	
10. SECTION	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position				6-30-88		
New/Revised Position Winnebago COUNTY	CASE MANAGEMENT	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION	15. BARGAINING/TERM CODE					
Existing Position						
New/Revised Position Winnebago COUNTY	RC-62					

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES % OF TIME

- Under general supervision, performs professional casework duties in managing an assigned caseload in accordance with established standards and administrative policies; redetermines eligibility; maintains records for assigned cases; reviews procedures in case-management policies and procedures; determines immediate possible sources of revenue for recipients.
- Performs professional casework duties in managing a public assistance caseload of cases in such categories as Aid to Families with Dependent Children, Medical Assistance No Grant, General Assistance, Aid to the Aged, Blind and Disabled, Food Stamps, Presumptive Eligibility, Group Care, or other such cases. 25%
  - Evaluates case received from Intake Unit for continuing assistance; re-enrolls eligible clients into the program; may SWAP cases to other categories; conducts home visits, office interviews, telephone calls and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc. 20%
  - Responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services; maintains appropriate entries in case records and completes necessary forms and reports; issues emergency assistance to clients in response to lost or stolen warrants, food stamps cards or medical cards. 15%
  - Performs periodic redetermination of clients eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits; reviews problem areas, and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; handles issues of clients's overpayment and processes recoupment and recovery actions. 15%

AUG 0 1 1988

DIRECTOR OF CMS SIGNATURE <i>Michael Cristiano</i> RB	IMMEDIATE SUPERVISOR SIGNATURE <i>Eduardo...</i>	AGENCY HEAD SIGNATURE <i>Eduardo...</i>	DATE 7-26-88
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16. (Continued)

% OF TIME

- 5. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc., relative to the management of the assigned caseload; organizes, maintains and controls caseload records and material; provides information to other units; track or reconstructs lost case records. 10%
- 6. Determines resources available to a client for consideration in redetermining eligibility; utilizes various public records bearing on case decisions; including court house records, birth records, taxes, residence, property, debts, insurance, bank accounts, and other information; maintains working relationship with attorneys, judges, insurance agents, lending institutions, etc., in collecting State's claim against estates; arranges for adjustment of insurance owned by recipients; initiates necessary action for client personal injury claims and excess assistance payments; selects or functions as protective payee for clients who continually exceed allocated budget; provides guidance and assistance to other staff members in evaluating and solving difficult resources problems. 10%
- 7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 5%

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. CASEWORK SUPERVISOR 35810-33-91-109-20-51

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
N/A			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Same as specs.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
Springfield, Illinois 62706

*Yag 6/7 88*

POSITION DESCRIPTION

*Sarajini Popudaru*

1. POSITION TITLE Existing Position <b>P, A. CASEWORKER II</b>		2. POSITION NUMBER <b>35812-33-91-109-25-51</b>				
New/Revised Position <b>P. A. CASEWORKER III</b>		New/Revised Position <b>35813-33-91-109-25-62</b>				
3. AGENCY Existing Position	4. DIVISION/BUREAU	5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position <b>PUBLIC AID</b>	<b>OPERATIONS/REGION V</b>	<b>0</b>	<b>101</b>	<b>Y</b>	<b>R</b>	<b>REALLOCATION</b>
10. SECTION Existing Position	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position <b>WINNEBAGO COUNTY</b>				<b>6-1-88</b>		
14. WORK LOCATION Existing Position	15. BARGAINING/TERM CODE	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position <b>WINNEBAGO COUNTY</b>	<b>RC-28</b>					
New/Revised Position <b>WINNEBAGO COUNTY</b>	<b>RC-62</b>					

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES % OF TIME

Under general supervision, performs *responsible* casemanager duties for a caseload including Non-Assistance Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records following Agency policies and procedures.

1. Evaluates and re-evaluates cases received from Intake Unit for continuing assistance. Budgets income in accordance with Department policy to ensure correct food stamp allotments. 26%

2. *Conducts home visits, office inter-* views, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc. responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports. 35%

3. Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; conducts in-office, home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; receives guidance from supervisor to ensure all data is computed correctly. 27%

4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development. 10%

5. Performs other duties as assigned which are within the scope enumerated above. 02%

RECEIVED - DEPT. OF CMS  
Agency Services - Springfield

DEC 2 1987  
JUL 8 1988

DIRECTOR OF CMS SIGNATURE <i>Michael Trustano</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Phil Wolber</i>	AGENCY HEAD SIGNATURE <i>Edward V. Kelly</i>	DATE <b>12-9-87</b>
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*RB*

16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

*P.A. Casework Supervisor 35810-33-91-109-90-55*

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
<i>NR</i>			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

*SAME AS SPECS.*

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
Springfield, Illinois 62706

8094-35  
118

POSITION DESCRIPTION

OFFICE OF PERSONNEL & LABOR  
G. Wescott/L. Stricklin

APR 25 '88

1. POSITION TITLE				
Existing Position P.A. CASEWORKER II		35812-33-91-109-25-51		
New/Revised Position P.A. CASEWORKER III		35813-33-91-109-25-61		
3. AGENCY	4. DIVISION/BUREAU	6. EXMT CODE	6. WORK COUNTY	7. A/ AUTH.
Existing Position		0	101	Y
New/Revised Position PUBLIC AID	OPERATIONS/REGION V	0	101	Y
10. SECTION	11. UNIT	12. TRANSACTION CODE		13. EFFECTIVE DATE
Existing Position				5-1-88
New/Revised Position WINNEBAGO COUNTY	INCOME MAINTENANCE	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input checked="" type="checkbox"/> MC158 UPWARD REALLOCATION		
14. WORK LOCATION	15. BARGAINING/TERM CODE			
Existing Position	RC-28			
New/Revised Position ROCKFORD	RC-62			

UPWARD REALLOCATION

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES

Under general supervision, performs professional caseworker duties for a caseload including Non-Assistance Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in Agency policies and procedures.

1. Evaluates and re-evaluates cases received from Intake Unit for continuing assistance. Budgets income in accordance with Department policy to ensure correct food stamp allotments.	26%
2. Conducts home visits, office interviews, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc. responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports.	35%
3. Performs periodic redetermination of client eligibility for the assigned caseload; conducts in-office, home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; ensure all data is computed correctly.	27%
4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development.	10%
5. Performs other duties as assigned which are within the scope enumerated above.	02%

DIRECTOR OF CMS SIGNATURE: Michael Tristano  
 IMMEDIATE SUPERVISOR SIGNATURE: [Signature]  
 AGENCY HEAD SIGNATURE: [Signature]  
 DATE: 2-23-88

16. (Continued)

% OF TIME

OFFICE OF  
PERSONNEL MANAGEMENT  
& LABOR RELATIONS

FEB 16 '88

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. Casework Supervisor 35810-33-91-109-20-54

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
NA			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in the behavioral sciences; or one year of experience as a Public Aid Caseworker. II

equivalent combination of training and experience.

or any

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706

*Job 9-16 mg*

**POSITION DESCRIPTION**

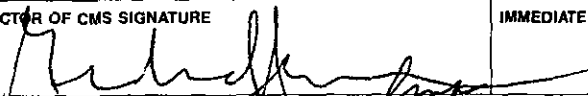
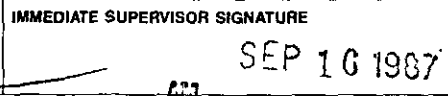

OFFICE OF  
PERSONNEL MANAGEMENT  
& LABOR RELATIONS

JANICE WINTER

SEP 7 '87

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>				
Existing Position <b>P.A. Caseworker II</b>		35812-33-91-109-25-63				
New/Revised Position <b>P.A. CASEWORKER III</b>		35813-33-91-109-25-60				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position						UPWARD REALLOCATION
New/Revised Position <b>Public Aid</b>	<b>Downstate Field Operations</b>	<b>0</b>	<b>101</b>	<b>Y</b>	<b>P</b>	
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>
Existing Position						<b>9-1-87</b>
New/Revised Position <b>Region 5</b>				<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
<b>14. WORK LOCATION</b>		<b>15. BARGAINING/TERM CODE</b>				
Existing Position						
New/Revised Position <b>Winnebago County</b>		<b>PC-62</b>				

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>		<b>% OF TIME</b>
Under general supervision, <sup>of the Supervising Caseworker,</sup> performs caseworker duties for an <sup>AFDC</sup> earned income caseload including Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in agency policies and procedures.		
1.	Evaluates cases received from Intake Unit for continuing assistance. Budgets earned income in accordance with Department policy to ensure correct grant and food stamp allotments; processes actions for recoupment of excess assistance or food stamps.	25%
2.	Conducts home visits, office interviews, telephone calls, and follow-up visits to maintain contact with client and maintain awareness of changes of client status, address, employment status, etc. responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; maintains appropriate entries in case records and completes necessary forms and reports.	35%
3.	Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; receives guidance from supervisor to ensure all data is computed correctly.	20%
4.	Makes referrals of clients to units providing additional services; (Project Chance, Special Investigations, Bureau of Child Support Enforcement and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload.	10%
5.	Receives periodic training from <sup>State Development of CMS</sup> Agency Services - Springfield	5%

<b>DIRECTOR OF CMS SIGNATURE</b> 	<b>IMMEDIATE SUPERVISOR SIGNATURE</b> 	<b>AGENCY HEAD SIGNATURE</b> 	<b>DATE</b> SEP 10 1987
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16. (Continued)

% OF TIME

6. Performs other duties as assigned which are within the scope enumerated above.

5%

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

✓ P.A. Casework Supervisor 35820-33-91-109-20-52

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
N/A			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in the behavioral sciences; or one year of experience as a P.A. Caseworker I; or three years of agency clerical experience or two years of experience in a financial and/or authorization unit in a Public Aid Field Office; or any equivalent combination of training and experience.

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706

*Ray*

**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b>			<b>2. POSITION NUMBER</b>				
Existing Position							
New/Revised Position <b>P.A. Caseworker II</b>			35812-33-91-109-25-62				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>	
Existing Position							
New/Revised Position <b>Public Aid</b>	<b>Region V/Rockford</b>	<b>0</b>	<b>101</b>	<b>Y</b>	<b>R</b>		
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>			<b>13. EFFECTIVE DATE</b>		
Existing Position					08-01-87		
New/Revised Position <b>Winnebago County</b>		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION					
<b>14. WORK LOCATION</b>	<b>15. BARGAINING/TERM CODE</b>						
Existing Position							
New/Revised Position <b>Winnebago</b>	<b>RC-28</b>						

**16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES** % OF TIME

Supervisor change only.

RECEIVED — DEPT. OF CMS  
Agency Services - Springfield

JUL 31 1987  
7:8,9,10,11,12,13,14,15,16 PM

DIRECTOR OF CMS SIGNATURE <i>Michael Crutcher</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>Edmund H. Kelly</i>	AGENCY HEAD SIGNATURE <i>Edmund H. Kelly</i>	DATE 7-31-87
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16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. Casework Supervisor      35810-33-91-109-20-52

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
N/A			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill and mental development equivalent to the completion of two years of college.

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706

*Log 6-3  
H. Kay*

**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>				
Existing Position PUBLIC AID CASEWORKER III						
New/Revised Position PUBLIC AID CASEWORKER III		35813-33-91-109-25-59				
<b>3. AGENCY</b>	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/J AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
Existing Position				N		
New/Revised Position PUBLIC AID	OPERATIONS/REGION 5	0	101	Y	R	
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
Existing Position				06-16-87		
New/Revised Position WINNEBAGO COUNTY	INCOME MAINTENANCE	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input checked="" type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
<b>14. WORK LOCATION</b>	<b>15. BARGAINING/TERM CODE</b>					
Existing Position						
New/Revised Position ROCKFORD	RC-62					

**16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES** % OF TIME

- Under the general supervision of the Supervising Caseworker, performs casework duties in managing a Medical Assistance No Grant (MANG) caseload.
1. Manages a Mang Spenddown caseload; evaluates client eligibility to determine if re-enrollment is applicable; interviews clients to obtain verification of the client's financial and social factors. 35%
  2. Reviews medical bills to determine if client is deemed eligible for services provided by medical providers; prepares and submits memorandums to various departmental units to obtain information regarding Spenddown clients; determines if client is eligible to obtain medical card. 25%
  3. Processes requests for cash assistance when a medicaid client faces greater financial needs; evaluates the need for cash assistance and converts case to AFDC caseload. 15%
  4. Receives and reviews Integrated Criteria List from Springfield; obtains information from clients that may affect their eligibility; contacts clients, other governmental agencies, employers, etc., in order to clear up any discrepancies; initiates actions and prepares proper forms. 15%
  5. Answers client questions via telephone or walk-ins; makes occasional field visits. 05%
  6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 05%

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Agency Services - Springfield  
MAY 18 1987

JUN 3 1987

JUN 10 1987

Region 5  
D.P.A.

OFFICE OF PERSONNEL MANAGEMENT & LABOR RELATIONS  
IMMEDIATE SUPERVISOR SIGNATURE  
7,8,9,10,11,12,13,14,15,16

DIRECTOR OF CMS SIGNATURE

AGENCY HEAD SIGNATURE

DATE

16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P. A. CASEWORK SUPERVISOR 35810-33-91-109-20-53

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
N/A			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with coursework in the behavioral sciences; or one year of experience as a Public Aid Caseworker II including satisfactory completion of the approved agency training program; or any combination of equivalent training and experience. Requires working knowledge of casework methods and techniques and their application to individual public assistance cases. Requires working knowledge of public assistance policies and procedures.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
Springfield, Illinois 62706

*Logan*

POSITION DESCRIPTION

1. POSITION TITLE		2. POSITION NUMBER			
Existing Position PUBLIC AID CASEWORKER II		35812-33-91-109-25-57			
New/Revised Position PUBLIC AID CASEWORKER III		35813-33-91-109-25-59			
3. AGENCY	4. DIVISION/BUREAU	5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH.	8. AUDIT
Existing Position					
New/Revised Position PUBLIC AID	OPERATIONS/REGION 5	0	101	N	P
10. SECTION		11. UNIT		12. TRANSACTION CODE	
Existing Position					
New/Revised Position WINNEBAGO COUNTY		INCOME MAINTENANCE		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION	
14. WORK LOCATION		15. BARGAINING/TERM CODE		13. EFFECTIVE DATE	
Existing Position				6-1-86	
New/Revised Position ROCKFORD		RC-62			
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES					% OF TIME
<p>Under the general supervision of the Supervising Caseworker, performs casework duties in managing a Medical Assistance No Grant (MANG) caseload.</p> <ol style="list-style-type: none"> <li>Manages a Mang Spenddown caseload; evaluates client eligibility to determine if re-enrollment is applicable; interviews clients to obtain verification of the client's financial and social factors.</li> <li>Reviews medical bills to determine if client is deemed eligible for services provided by medical providers; prepares and submits memorandums to various departmental units to obtain information regarding Spenddown clients; determines if client is eligible to obtain medical card.</li> <li>Processes requests for cash assistance when a medicaid client faces greater financial needs; evaluates the need for cash assistance and converts case to AFDC caseload.</li> <li>Receives and reviews Integrated Criteria List from Springfield; obtains information from clients that may affect their eligibility; contacts clients, other governmental agencies, employers, etc., in order to clear up any discrepancies; initiates actions and prepares proper forms.</li> <li>Answers client questions via telephone or walk-ins; makes occasional field visits.</li> <li>Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</li> </ol>					<p>35%</p> <p>25%</p> <p>15%</p> <p>15%</p> <p>5%</p> <p>5%</p>

RECEIVED  
DEPT. OF CMS  
Springfield

JUN 10 1986

PM  
1 2 3 4 5 6

DIRECTOR OF CMS SIGNATURE <i>Michael Trutman</i>	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE <i>Gregory</i>	DATE 6-10-86
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16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. CASEWORK SUPERVISOR 35810-33-91-109-25-53

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
N/A			

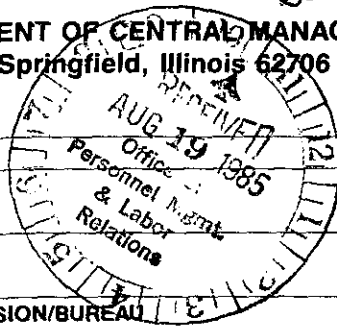
Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill and mental development equivalent to completion of four years of college; requires one year of experience as a P.A. Caseworker II or any equivalent combination of training and experience.

Sarah McCreary  
JOS 8-19-85

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
Springfield, Illinois 62706



**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b> Existing Position		<b>2. POSITION NUMBER</b>				
New/Revised Position <b>P.A. CASEWORKER II</b>		35812-33-91-109-25-61				
<b>3. AGENCY</b> Existing Position	<b>4. DIVISION/BUREAU</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. AUTH.</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
New/Revised Position <b>PUBLIC AID</b>	<b>DOWNSTATE FIELD OPERATIONS</b>	0	101	Y	R	
<b>10. SECTION</b> Existing Position	<b>11. UNIT</b>	<b>12. TRANSACTION CODE</b>			<b>13. EFFECTIVE DATE</b>	
New/Revised Position		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			9-16-85	
<b>14. WORK LOCATION</b> Existing Position	<b>15. BARGAINING/TERM CODE</b>					
New/Revised Position <b>WINNEBAGO COUNTY</b>	<b>RCO-28</b>					
<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>						<b>% OF TIME</b>
<p><i>Under general supervision, performs entry level caseworker duties for a caseload including Non-Assistance Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in Agency policies and procedures.</i></p>						
<p>1. Evaluates and re-evaluates cases received from Intake Unit for continuing assistance. Budgets income in accordance with Department policy to ensure correct food stamp allotments.</p>						26%
<p>2. Receives training from casework supervisor to conduct home visits, office interviews, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc., responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports.</p>						35%
<p>3. Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; receives guidance from supervisor to ensure all data is computed correctly.</p>						27%
<p>4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development.</p>						10%
<p>5. Performs other duties as assigned which are within the scope enumerated above.</p>						02%

<b>DIRECTOR OF CMS SIGNATURE</b> Richard McCue	<b>IMMEDIATE SUPERVISOR SIGNATURE</b> K. S. Walker	<b>AGENCY HEAD SIGNATURE</b> L. J. [Signature]	<b>DATE</b> 9-15-85
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16. (Continued)

% OF TIME

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Aptos  
San Jose, California

SEP 16 1985 PM  
AM  
7 18 9 10 11 12 1 2 3 4 5 6

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. CASEWORKER Supv. 35820-33-91-109-90-54

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

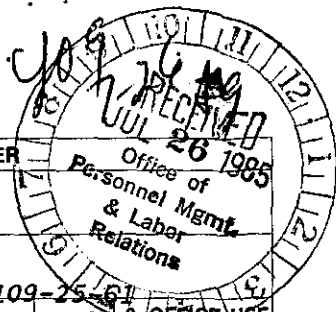
Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
NA			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in the behavioral sciences; or one year of experience as a Public Aid Caseworker I; or three years of agency clerical experience or two years of experience in a financial and/or authorization unit in a Public Aid Field Office; or any equivalent combination of training and experience.

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706



**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b> Existing Position		<b>2. POSITION NUMBER</b> 35812-33-91-109-75-61		
<b>3. AGENCY</b> Existing Position New/Revised Position <b>PUBLIC AID</b>		<b>4. DIVISION/BUREAU</b> DOWNSTATE FIELD OPERATIONS		<b>5. EXMT CODE</b> 0
		<b>6. WORK COUNTY</b> 101	<b>7. A/I AUTH.</b> Y	<b>8. AUDIT</b> R
<b>10. SECTION</b> Existing Position		<b>11. UNIT</b>		<b>12. TRANSACTION CODE</b>
<b>14. WORK LOCATION</b> Existing Position New/Revised Position <b>WINNEBAGO COUNTY</b>		<b>15. BARGAINING/TERM CODE</b> RCO-28		<b>13. EFFECTIVE DATE</b> 8-1-85
				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME</b>
<p><i>Under general supervision, performs entry level caseworker duties for a caseload including Non-Assistance Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in agency policies and procedures.</i></p> <p>1. <i>Evaluates cases received from Intake Unit for continuing assistance. Budgets earned income in accordance with Department policy to ensure correct grant and food stamp allotments.</i></p> <p>2. <i>Receives training from casework supervisor to conduct home visits, office interviews, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc. Responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports.</i></p> <p>3. <i>Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits, reviews problem areas, and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports; receives guidance from supervisor to ensure all data is computed correctly.</i></p> <p>4. <i>Maintains and initiates contacts with appropriate agency units and outside agencies county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development.</i></p> <p>5. <i>Performs other duties as assigned which are within the scope enumerated above.</i></p>	<p>26%</p> <p>35%</p> <p>27%</p> <p>10%</p> <p>2%</p>

<b>DIRECTOR OF CMS SIGNATURE</b> Richard McCusker	<b>IMMEDIATE SUPERVISOR SIGNATURE</b> Kath S. Walker	<b>AGENCY UNIT SIGNATURE</b> JUL 27 1985 Gregory A. 7-31-85	<b>DATE</b> 7-31-85
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16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. CASEWORKER <sup>Supv 20</sup> 35815-33-91-109-90-53

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

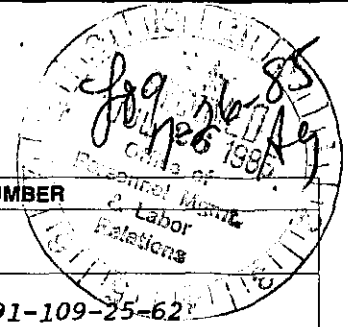
Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
NA			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in the behavioral sciences; or one year of experience as a P.A. Caseworker I; or three years of agency clerical experience or two years of experience in a financial and/or authorization unit in a Public Aid Field Office; or any equivalent combination of training and experience.

**ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES**  
Springfield, Illinois 62706



**POSITION DESCRIPTION**

<b>1. POSITION TITLE</b> Existing Position		<b>2. POSITION NUMBER</b> 35812-33-91-109-25-62						
<b>3. AGENCY</b> Existing Position New/Revised Position <b>P.A. CASEWORKER II</b>		<b>4. DIVISION/BUREAU</b> Existing Position New/Revised Position <b>PUBLIC AID</b>		<b>5. EXMT CODE</b> 0	<b>6. WORK COUNTY</b> 101	<b>7. A/I AUTH.</b> Y	<b>8. AUDIT</b> R	<b>9. OFFICE USE</b>
<b>10. SECTION</b> Existing Position		<b>11. UNIT</b> New/Revised Position		<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b> 8-1-85		
<b>14. WORK LOCATION</b> Existing Position New/Revised Position <b>WINNEBAGO COUNTY</b>		<b>15. BARGAINING/TERM CODE</b> New/Revised Position <b>RG0-28</b>		<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>	<b>% OF TIME</b>
<p>Under general supervision, performs entry level casemanager duties for a caseload including Non-Assistance Food Stamp clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in agency policies and procedures.</p>	
<p>1. Evaluates cases received from Intake Unit for continuing assistance. Budgets earned income in accordance with Department policy to ensure correct grant and food stamp allotments.</p>	26%
<p>2. Receives training from casework supervisor to conduct home visits, office interviews, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc. responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports.</p>	35%
<p>3. Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility, and conducts appropriate home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports. Receives guidance from supervisor to ensure all data is computed correctly.</p>	27%
<p>4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development.</p>	27%
<p>5. Performs other duties as assigned which are within the scope enumerated above.</p>	2%

<b>DIRECTOR OF CMS SIGNATURE</b> Richard McClure	<b>IMMEDIATE SUPERVISOR SIGNATURE</b> K. S. Walker	<b>AGENCY HEAD SIGNATURE</b> Gregory J. DeLeon	<b>DATE</b> 7-31-85
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16. (Continued)

% OF TIME

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning work and evaluating this position)

P.A. CASEWORKER <sup>504V 20</sup> 35815-33-91-109-90-55

18. PAYROLL TITLE & POSITION NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised and evaluated by this position)

Position Title	Position number of Subordinates	Position Title	Position number of Subordinates
NA			

Position assigned responsibility as leadworker check  and list payroll title and position number above.

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED OTHER THAN THOSE REQUIRED BY THE CLASS SPECIFICATIONS.

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in the behavioral sciences; or one year of experience as a P.A. Caseworker I; or three years of agency clerical experience or two years of experience in a financial and/or authorization unit in a Public Aid Field Office; or any equivalent combination of training and experience.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

- - - POSITION ACTION NOTICE - - -

REPORT : PCR91101

RUN DATE: 07/19/84

PROGRAM : PCP927

POSITION : 35813-33-91-109-25-57  
TITLE NAME: PUBLIC AID CASEWORKE III  
DEPARTMENT: PUBLIC AID  
DIVISION : REGION 5 - ROCKFORD  
WRK COUNTY: 101-WINNEBAGO

\* \* \* \* \*

A/I CONTRL: 002

EXMPT CODE: 0

AUDIT TYPE: R

BARG. CODE: RC062

TRANS CODE: MC023

EFFEC DATE: 07/01/84

\* \* \* \* \*

REMARKS : THIS CLASS HAS BEEN INCLUDED IN  
RC062 AS DETERMINED BY DCB  
ON 8/25/83

*D. Glass*  
S. Kr. 11  
*L. King*

**POSITION DESCRIPTION**

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>								
FROM		35812-33-91-109-25-51								
TO P. A. CASEWORKER II		35812-33-91-109-25-62								
<b>3. AGENCY</b>			<b>4. DIVISION</b>			<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH.</b>	<b>8. AUDET</b>	<b>9. Office Use</b>
FROM										split duties intra-agency transfer
TO PUBLIC AID			DOWNSTATE FIELD OPERATIONS			0	101	Y	R	
<b>10. SECTION</b>			<b>11. UNIT</b>			<b>12. Transaction Code</b>			<b>13. Effective Date</b>	
FROM									4-16-84	
TO										
<b>14. WORK LOCATION</b>			<b>15. BARGAINING CODE</b>			<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH				
FROM										
TO WINNEBAGO COUNTY			RC-028							

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>		<b>% of Time</b>
<p>Under general supervision, performs entry level casemanager duties for a caseload including Earned Income clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in agency policies and procedures.</p>		
1. Evaluates cases received from Intake Unit for continuing assistance. Budgets earned income in accordance with Department policy to ensure correct grant and food stamp allotments.		26%
2. Receives training from casework supervisor to conduct home visits, office interviews, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc; responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports.		35%
3. Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports. Receives guidance from supervisor to ensure all data is computed correctly.		27%
4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload; receives periodic training from Staff Development.		10%
5. Performs other duties as assigned which are within the scope enumerated above.		2%

AGENCY HEAD SIGNATURE <i>Gregory Cole</i>	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE <i>Kevin J. Bordan</i> WMB
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RECEIVED — DEPT. OF C.M.S.  
 Agency Services - Springfield  
 APR 27 1984  
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

P. A. CASEWORKER V 35815-33-91-109-90-55

18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

Position Title	# of Incumbents	Position Title	# of Incumbents
N/A			

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with coursework in the behavioral sciences; or one year of experience as a P. A. Caseworker I; or three years of agency clerical experience or two years of experience in a financial and/or authorization unit in a Public Aid Field Office; or any equivalent combination of training and experience.

POSITION DESCRIPTION

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

1. POSITION TITLE		2. POSITION NUMBER						
FROM								
TO PUBLIC AID CASEWORKER III		35813-33-91-109-25-57						
3. AGENCY		4. DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. Office Use
FROM								Split duties
TO PUBLIC AID		OPERATIONS		0	101	Y	R	
10. SECTION		11. UNIT		12. Transaction Code			13. Effective Date	
FROM							4-16-84	
TO		INCOME MAINTENANCE		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH				
14. WORK LOCATION		15. BARGAINING CODE						
FROM								
TO WINNEBAGO COUNTY		RC-27						

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES % of Time

- Under the general supervision of the Supervising Caseworker, the incumbent performs professional casework duties in managing an Aid to Families with Dependent Children caseload.
1. Manages an Aid to Families with Dependent Children caseload; redetermines eligibility of all cases; conducts home visits and office interviews to verify residency and to ascertain financial and social factors of eligibility; manages a Food Stamp caseload, redertifies eligibility. 30%
  2. Evaluates results of home or office interviews; calculates amount of assistance in accordancw with Agency policy and procedures; reviews content to determine referral of client to appropriate services. 15%
  3. Issues emergency assistance to clients in response to lost or stolen warrants, food stamp cards, or medical cards. 10%
  4. Records case status changes, such as address changes, unit composition and number, budget computation, food stamp and medical eligibility; notifies client of changes in status and appeal requests; updates computer data of the caseload by completing and filing all agency forms; makes entries in the case record of all actions taken performs routine computer clearings to verify client eligibility. 20%
  5. Provides information to clients regarding their cases, Illinois Department of Public Aid policy, programs, or services. 10%
  6. Organizes, maintains, and controls caseload records and materials; provides information to other units; traces or reconstructs lost case records. 10%
  7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above. 5%

AGENCY HEAD SIGNATURE <i>Gregory Cole</i>	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE <i>Kevin J. Cordinano</i> WMB
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

P. A. CASEWORKER V 35815-33-91-109-20-53

18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

N/A	Position Title	# of Incumbents	Position Title	# of Incumbents

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

Requires knowledge, skill, and mental development equivalent to the completion of four years of college.

DEPARTMENT OF CENTRAL MANAGEMENT SERVICE

- - - POSITION ACTION NOTICE - - -

REPORT #: DPP03

RUN DATE: 12/15/95

PROGRAM #: IMPO60

FROM  
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TO  
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POSITION #: 35855-33-77-109-25-51

POSITION #: 35815-33-77-109-25-51

TITLE NAME: P A INCOME MAINT SPEC 1

TITLE NAME: P A CASEWORK SPECIALIST

DEPARTMENT: PUBLIC AID

DEPARTMENT: PUBLIC AID

DIVISION : NORTHWEST ZONE

DIVISION : NORTHWEST ZONE

\* \* \* \* \*

A/I CONTRL: 023

WRK COUNTY: 101-WINNEBAGO

EXMPT CODE: 0

TRANS CODE: FCO13

AUDIT CODE: RECORD

EFFEC DATE: 12-01-95

BARG CODE : RC062

POS OPTION:

ADMN OR190:

BILING PAY:

TERM ID :

\* \* \* \* \*

**POSITION DESCRIPTION**

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>				
FROM P. A. CASEWORKER II		35812-33-91-109-25-51				
TO P. A. CASEWORKER II		35812-33-91-109-25-55				
<b>3. AGENCY</b>	<b>4. DIVISION</b>	<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH</b>	<b>8. AUDIT</b>	<b>9. Office Use</b>
FROM						split duties intra-agency transfer
TO PUBLIC AID	DOWNSTATE FIELD OPERATIONS	0	101	Y	R	
<b>10. SECTION</b>	<b>11. UNIT</b>	<b>12. Transaction Code</b>		<b>13. Effective Date</b>		
FROM				4-16-84		
TO				<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH		
<b>14. WORK LOCATION</b>	<b>15. BARGAINING CODE</b>					
FROM						
TO WINNEBAGO	RC-028					

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>	<b>% of Time</b>
Under general supervision, performs entry level caseworker duties for a caseload including Earned Income clients in accordance with established standards and administrative policies; redetermines eligibility; maintains records and receives training in agency policies and procedures.	
1. Evaluates cases received from Intake Unit for continuing assistance. Budgets earned income in accordance with Department policy to ensure correct grant and food stamp allotments.	26%
2. Receives training from casework supervisor to conduct home visits, office interviews, telephone calls, and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc.; responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services. Maintains appropriate entries in case records and completes necessary forms and reports.	35%
3. Reviews manuals and policy releases to perform periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits, reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports. Receives guidance from supervisor to ensure all data is computed correctly.	27%
4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload. Receives periodic training from Staff Development.	10%
5. Performs other duties as assigned which are within the scope of duties enumerated above.	2%

AGENCY HEAD SIGNATURE <i>Gregory L. Blum</i>	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE <i>Wm J. Cindano</i> WMB
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16. (Continued)

% of Time

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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

P. A. CASEWORKER V 35815-33-91-109-20-55

18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

N/A	Position Title	# of Incumbents	Position Title	# of Incumbents

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

Requires knowledge, skill, and mental development equivalent to completion of four years of college preferably with coursework in the behavioral sciences; or one year of experience as a P. A. Caseworker I; or three years of agency clerical experience or two years of experience in a financial and/or authorization unit in a Public Aid Field Office; or any equivalent combination of training and experience.

**POSITION DESCRIPTION**

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

<b>1. POSITION TITLE</b>		<b>2. POSITION NUMBER</b>						
FROM								
TO PUBLIC AID CASEWORKER III		35813-33-91-109-25-51						
<b>3. AGENCY</b>		<b>4. DIVISION</b>		<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH.</b>	<b>8. AUDIT</b>	<b>9. Office Use</b>
FROM								
TO PUBLIC AID		OPERATIONS		0	101	Y	R	
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. Transaction Code</b>		<b>13. Effective Date</b>		
FROM						4-16-84		
TO						<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH		
<b>14. WORK LOCATION</b>		<b>15. BARGAINING CODE</b>						
FROM								
TO WINNEBAGO COUNTY		RC-27						

<b>16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES</b>		<b>% of Time</b>
Under the general supervision of the Supervising Caseworker, the incumbent performs professional casework duties in managing an Aid to Families with Dependent Children caseload.		
1. Manages an Aid to Families with Dependent Children caseload; redetermines eligibility of all cases; conducts home visits and office interviews to verify residency and to ascertain financial and social factors of eligibility; manages a Food Stamp caseload, recertifies eligibility.		30%
2. Evaluates results of home or office interviews; calculates amount of assistance in accordance with Agency policy and procedures; reviews content to determine referral of client to appropriate services.		15%
3. Issues emergency assistance to clients in response to lost or stolen warrants, food stamp cards, or medical cards.		10%
4. Records case status changes, such as address changes, unit composition and number, budget computation, food stamp and medical eligibility; notifies client of changes in status and appeal requests; updates computer data of the caseload by completing and filing all Agency forms; makes entries in the case record of all actions taken; performs routine computer clearings to verify client eligibility.		20%
5. Provides information to clients regarding their cases. Illinois Department of Public Aid policy, programs, or services.		10%
6. Organizes, maintains, and controls caseload records and materials; provides information to other units; traces or reconstructs lost case records.		10%
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.		5%

AGENCY HEAD SIGNATURE <i>Gregory J. Cole</i>	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE <i>Howe J. Gindaro</i> WMB
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

P. A. CASEWORKER V 35815-33-91-109-20-51

18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

Position Title	# of Incumbents	Position Title	# of Incumbents
N/A			

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

Requires knowledge, skill, and mental development equivalent to the completion of four years of college.

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
Springfield, Illinois 62706

POSITION DESCRIPTION

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

1. POSITION TITLE		2. POSITION NUMBER						
FROM								
TO <i>Public Aid Caseworker III</i>		<i>35813-33-91-109-25-51</i>						
3. AGENCY		4. DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH.	8. AUDIT	9. Office Use
FROM								
TO <i>Public Aid</i>		<i>Operations</i>		<i>0</i>	<i>101</i>	<i>Y</i>	<i>D</i>	
10. SECTION		11. UNIT		12. Transaction Code			13. Effective Date	
FROM							<i>5-16-83</i>	
TO <i>Winnebago</i>				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH				
14. WORK LOCATION		15. BARGAINING CODE						
FROM								
TO <i>Winnebago</i>		<i>RC-27</i>						

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES

*see attached*

AGENCY HEAD SIGNATURE <i>[Signature]</i>	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE <i>[Signature]</i>
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

*P.A. Caseworker III -*

18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

Position Title	# of Incumbents	Position Title	# of Incumbents
<i>N/A</i>			

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

*Requires knowledge skill and mental development equivalent to the completion of four years of college.*



ILLINOIS DEPARTMENT OF PERSONNEL  
Springfield, Illinois 62706

POSITION DESCRIPTION

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

1. POSITION TITLE		2. POSITION NUMBER						
FROM								
TO		35812-3391-109-25-51						
3. AGENCY		4. DIVISION		5. EXEMPT CODE	6. WORK COUNTY	7. A.I. AB. No.	8. AUDIT	9. Office Use
FROM								
TO					101			
10. SECTION		11. UNIT		12. Transaction Code		13. Effective Date		
FROM								
TO						<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH		
14. WORK LOCATION		15. BARGAINING CODE						
FROM								
TO								
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								% of Time
AGENCY HEAD SIGNATURE			AGENCY BUDGETARY (OPTIONAL)			DIRECTOR OF PERSONNEL SIGNATURE		

16. (Continued)

% of Time

**17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)**

**18. PAYROLL TITLE, & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)**

Position Title	# of Incumbents	Position Title	# of Incumbents
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED**

**POSITION CLASSIFICATION DESCRIPTION**

MAIL IN DUPLICATE WITH  
DP-104 (CA) OR DP-104 (DA)

AGENCY <b>ILLINOIS DEPARTMENT OF PUBLIC AID</b>		DATE OF REQUEST <b>1/1/75</b>
DIVISION OR INSTITUTION <b>WINNEBAGO COUNTY</b>		FUNCTIONAL ORGANIZATION
RECOMMENDED TITLE	APPROVED TITLE <b>P A CASEWORKER II</b>	POSITION NUMBER <b>35812-33-<del>95</del>109-25-01</b>

Complete Description of Duties and Responsibilities Assigned to Position (Income Maintenance)		<b>91</b>	% of Time
<p>Under general supervision, performs routine casework services in accordance with established standards and administrative policies; participates in specialized training programs relative to redetermination of eligibility and maintenance of adequate assistance, provision of medical group care needs, or redetermination of client resources.</p> <ol style="list-style-type: none"> <li>1. Redetermines eligibility of recipients receiving public assistance of the uninvolved type of cases, such as; old age assistance, disability assistance and blind assistance.</li> <li>2. Prepares and maintains written reports and case records developed in investigation of cases.</li> <li>3. Receives inquiries and requests for service from clients; cooperates with the staff of other public and private agencies in making services and benefits available to applicants and recipients.</li> <li>4. Performs other duties as required or assigned.</li> </ol>			

REQUIREMENTS:

Requires knowledge, skill, and mental development equivalent to completion of two years of college; ability to maintain records and to express self clearly both orally and in writing; requires working knowledge of business English, arithmetic and modern office practices and procedures.

CLASS TITLE(S) AND NUMBER OF POSITIONS SUPERVISED

SPECIAL KNOWLEDGES, ABILITIES, SKILLS AND PHYSICAL QUALIFICATIONS REQUIRED

IS TYPING SKILL ESSENTIAL? YES  NO  SHORTHAND? YES  NO

LICENSE OR CERTIFICATES REQUIRED

EQUIPMENT TO BE OPERATED

AGENCY HEAD SIGNATURE  
*James S. Trainor*

DATE

DIRECTOR OF PERSONNEL  
*Nolan B. Jones*

DATE

ILLINOIS DEPARTMENT OF PERSONNEL  
Springfield, Illinois 62706

POSITION DESCRIPTION

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

1. POSITION TITLE		2. POSITION NUMBER				
FROM						
TO		35812-33-91-109-45-51 <i>40</i>				
3. AGENCY		4. DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/L AUTH
FROM						
TO		DOWNSTATE FIELD OPERATIONS		0	101	001
8. SECTION		11. UNIT		12. Transaction Code		13. Effective Date
FROM						04/01/76
TO				<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH		
14. WORK LOCATION		15. BARGAINING CODE				
FROM						
TO						

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES

SEE ATTACHED:

APR 11 1976

AGENCY HEAD SIGNATURE <i>James H. ...</i>	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE <i>Nolan B. Jones Apr 4/1/76</i>
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)

18. PAYROLL TITLE & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)

Position Title	# of Incumbents	Position Title	# of Incumbents

19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED

**POSITION CLASSIFICATION DESCRIPTION**

MAIL IN DUPLICATE WITH  
 DP-104 (CA) OR DP-104 (DA)

AGENCY <b>ILLINOIS DEPARTMENT OF PUBLIC AID</b>		DATE OF REQUEST <b>1/1/75</b>
DIVISION OR INSTITUTION <b>WINNEBAGO COUNTY</b>	FUNCTIONAL ORGANIZATION	
RECOMMENDED TITLE	APPROVED TITLE <b>P A CASEWORKER II</b>	POSITION NUMBER <b>35812-33-<del>92</del>-109-45-01</b>

Complete Description of Duties and Responsibilities Assigned to Position (Food Stamp Worker)		<b>91</b>	% of Time
<p>Under general supervision, performs routine casework services in accordance with established standards and administrative policies; participates in specialized training programs relative to redetermination of Food Stamps Eligibility.</p> <ol style="list-style-type: none"> <li>1. Serves as food stamp worker, performing functions of developmental nature, in the maintenance of food stamp caseload.</li> <li>2. Conducts home visits, office interviews, telephone calls, and utilizes letters in the changes of clients economic status in order to redetermine food stamp eligibility.</li> <li>3. Authorizes the amount of food stamp purchases that a client may make according to predetermined criteria.</li> <li>4. Maintains appropriate entries in case records and completes necessary forms and reports.</li> <li>5. Performs other duties as required or assigned.</li> </ol>			

REQUIREMENTS:

Requires knowledge, skill and mental development equivalent to completion of two years of college; or two years of applicable work experience similar to that of a Public Aid Caseworker I; requires working knowledge of client reception and interview techniques; requires working knowledge of business English, arithmetic, and modern office practices and procedures.

CLASS TITLE(S) AND NUMBER OF POSITIONS SUPERVISED

SPECIAL KNOWLEDGES, ABILITIES, SKILLS AND PHYSICAL QUALIFICATIONS REQUIRED

IS TYPING SKILL ESSENTIAL? YES  NO  SHORTHAND? YES  NO

LICENSE OR CERTIFICATES REQUIRED EQUIPMENT TO BE OPERATED

AGENCY HEAD SIGNATURE DATE DIRECTOR OF PERSONNEL DATE  
*James L. Trainor* *Nolan B. Jones*



ILLINOIS DEPARTMENT OF PERSONNEL  
Springfield, Illinois 62706

POSITION DESCRIPTION

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

1. POSITION TITLE		2. POSITION NUMBER						
FROM								
TO		35813-33-91-109-25-51						
3. AGENCY		4. DIVISION		5. EXEMPT CODE	6. WORK COUNTY	7. A/P/ASST.	8. ALD/DIT	9. Office Use
FROM								
TO					101			
10. SECTION		11. UNIT		12. Transaction Code		13. Effective Date		
FROM								
TO								
14. WORK LOCATION		15. BARGAINING CODE		<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH				
FROM								
TO								

16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES % of Time

*(This area is currently blank for the purpose of this transcription.)*

AGENCY HEAD SIGNATURE	AGENCY BUDGETARY (OPTIONAL)	DIRECTOR OF PERSONNEL SIGNATURE
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**POSITION CLASSIFICATION DESCRIPTION**

MAIL IN DUPLICATE WITH  
DP-104 (CA) OR DP-104 (DA)

AGENCY <b>ILLINOIS DEPARTMENT OF PUBLIC AID</b>		DATE OF REQUEST <b>1/1/75</b>
DIVISION OR INSTITUTION <b>WINNEBAGO COUNTY</b>		FUNCTIONAL ORGANIZATION
RECOMMENDED TITLE	APPROVED TITLE <b>P A CASEWORKER III</b>	POSITION NUMBER <b>35813-33-<del>92</del>-109-25-01</b>

Complete Description of Duties and Responsibilities Assigned to Position (Case Manager)

91

% of Time

Under general supervision, performs case manager duties in accordance with established standards and administrative policies.

1. Evaluates cases received from intake unit for requested assistance and identifies special needs of clients to provide necessary financial assistance to meet those needs.
2. Conducts home visits, office interviews, telephone calls and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc.; responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services.
3. Performs periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits; reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports.
4. Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload.
5. Maintains appropriate entries in case records and completes necessary forms and reports.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Requires knowledge, skill and mental development equivalent to four years of college; or two years of responsible experience as a Public Aid Caseworker II or its equivalent; requires working knowledge of casework methods and techniques and their application to individual cases. Requires ability to apply good judgment on problems of individual and environmental problems in connection with social casework.

CLASS TITLE(S) AND NUMBER OF POSITIONS SUPERVISED

SPECIAL KNOWLEDGES, ABILITIES, SKILLS AND PHYSICAL QUALIFICATIONS REQUIRED

IS TYPING SKILL ESSENTIAL? YES  NO

SHORTHAND? YES  NO

LICENSE OR CERTIFICATES REQUIRED

EQUIPMENT TO BE OPERATED

AGENCY HEAD SIGNATURE

DATE

DIRECTOR OF PERSONNEL

DATE

*James L. Trainer*

*Nolan B. Jones*

ILLINOIS DEPARTMENT OF PERSONNEL  
Springfield, Illinois 62706

POSITION DESCRIPTION

The purpose of this form is to describe the duties, responsibilities and decision order, supervisory and communicative activities, guidelines and creativity applicable to a particular work role. The position description narrative setting forth the work role should be ranked from the most important work activity in descending order. Skills, knowledges and work experiences must follow the description of the work role. This form is also used to effect position actions.

1. POSITION TITLE		2. POSITION NUMBER						
FROM								
TO		35813-33-91-109-45-51						
3. AGENCY		4. DIVISION		5. EXEMPT CODE	6. WORK COUNTY	7. AUTH.	8. AUDIT	9. Office Use
FROM								
TO					101			
10. SECTION		11. UNIT		12. Transaction Code		13. Effective Date		
FROM								
TO						<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH		
14. WORK LOCATION		15. BARGAINING CODE						
FROM								
TO								
16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION DUTIES AND RESPONSIBILITIES								% of Time

AGENCY HEAD SIGNATURE

AGENCY BUDGETARY (OPTIONAL)

DIRECTOR OF PERSONNEL SIGNATURE

16. (Continued)

% of Time

**17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and evaluating this position)**

**18. PAYROLL TITLE & THE NUMBER OF EMPLOYEES IMMEDIATELY SUBORDINATE (Supervised & evaluated directly by this position)**

Position Title	# of Incumbents	Position Title	# of Incumbents
----------------	-----------------	----------------	-----------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**19. SKILLS, KNOWLEDGES, WORK EXPERIENCES, LICENSE OR CERTIFICATES REQUIRED**

**POSITION CLASSIFICATION DESCRIPTION**

MAIL IN DUPLICATE WITH  
DP-104 (CA) OR DP-104 (DA)

AGENCY <b>ILLINOIS DEPARTMENT OF PUBLIC AID</b>		DATE OF REQUEST <b>1/1/75</b>
DIVISION OR INSTITUTION <b>WINNEBAGO COUNTY</b>		FUNCTIONAL ORGANIZATION
RECOMMENDED TITLE	APPROVED TITLE <b>P A CASEWORKER III</b>	POSITION NUMBER <b>35813-33-91-109-25-01</b>

Complete Description of Duties and Responsibilities Assigned to Position (Case Manager)		% of Time
<p>Under general supervision, performs case manager duties in accordance with established standards and administrative policies.</p> <ol style="list-style-type: none"> <li>Evaluates cases received from intake unit for requested assistance and identifies special needs of clients to provide necessary financial assistance to meet those needs.</li> <li>Conducts home visits, office interviews, telephone calls and follow-up visits; maintains contact with client to maintain awareness of changes of client status, address, employment status, etc.; responds to written, phone, and personal inquiries concerning cases in the assigned load; determines and computes regular budget changes for clients; makes referrals of clients to units providing additional assistance services.</li> <li>Performs periodic redetermination of client eligibility for the assigned caseload; reviews financial and medical eligibility and conducts appropriate home and collateral visits; reviews problem areas and determines continuation or adjustment of current assistance plan; updates case records and completes necessary forms and reports.</li> <li>Maintains and initiates contacts with appropriate agency units and outside agencies, county officials, doctors, insurance companies, etc. relative to the management of the assigned caseload.</li> <li>Maintains appropriate entries in case records and completes necessary forms and reports.</li> <li>Performs other duties as required or assigned.</li> </ol>		

REQUIREMENTS:

Requires knowledge, skill and mental development equivalent to four years of college; or two years of responsible experience as a Public Aid Caseworker II or its equivalent; requires working knowledge of casework methods and techniques and their application to individual cases. Requires ability to apply good judgment on problems of individual and environmental problems in connection with social casework.

CLASS TITLE(S) AND NUMBER OF POSITIONS SUPERVISED

SPECIAL KNOWLEDGES, ABILITIES, SKILLS AND PHYSICAL QUALIFICATIONS REQUIRED

IS TYPING SKILL ESSENTIAL? YES  NO

SHORTHAND? YES  NO

LICENSE OR CERTIFICATES REQUIRED

EQUIPMENT TO BE OPERATED

AGENCY HEAD SIGNATURE

DATE

DIRECTOR OF PERSONNEL

DATE

*James A. Trausey*

*Nolan B. Jones*

**POSITION CLASSIFICATION DESCRIPTION**

MAIL IN DUPLICATE WITH  
OP-104 (CA) OR DP-104 (DA)

AGENCY <b>ILLINOIS DEPARTMENT OF PUBLIC AID</b>		DATE OF REQUEST <b>1/1/75</b>
DIVISION OR INSTITUTION		FUNCTIONAL ORGANIZATION
RECOMMENDED TITLE	APPROVED TITLE <b>P A CASEWORKER # 3</b>	POSITION NUMBER

<p><b>Complete Description of Duties and Responsibilities Assigned to Position (Food Stamp Worker)</b></p> <p>Under general supervision, performs routine casework services in accordance with established standards and administrative policies; participates in specialized training programs relative to redetermination of Food Stamps Eligibility.</p> <ol style="list-style-type: none"> <li>Serves as food stamp worker, performing functions of developmental nature, in the maintenance of food stamp caseload.</li> <li>Conducts home visits, office interviews, telephone calls, and utilizes letters in the changes of clients economic status in order to redetermine food stamp eligibility.</li> <li>Authorizes the amount of food stamp purchases that a client may make according to predetermined criteria.</li> <li>Maintains appropriate enteries in case records and completes necessary forms and reports.</li> <li>Performs other duties as required or assigned.</li> </ol>	<p>% of Time</p>
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REQUIREMENTS:

Requires knowledge, skill and mental development equivalent to completion of two years of college; or two years of applicable work experience similar to that of a Public Aid Caseworker I; requires working knowledge of client reception and interview techniques; requires working knowledge of business English, arithmetic, and modern office practices and procedures.

CLASS TITLE(S) AND NUMBER OF POSITIONS SUPERVISED

SPECIAL KNOWLEDGES, ABILITIES, SKILLS AND PHYSICAL QUALIFICATIONS REQUIRED

IS TYPING SKILL ESSENTIAL? YES  NO  SHORTHAND? YES  NO

LICENSE OR CERTIFICATES REQUIRED

EQUIPMENT TO BE OPERATED

AGENCY HEAD SIGNATURE

DATE

DIRECTOR OF PERSONNEL

DATE

*James D. Trainor*

*Nolan B. Jones*

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION				SS		19785-10-92-109-11-29		
Human Services Caseworker			29					
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Family & Community Services		0	101	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		07/01/2022		
NEW/REVISED POSITION								
Region 2		Case Management						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Winnebago Office/Winnebago County		RC062		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately.</p> <ul style="list-style-type: none"> <li>Explains and interprets eligibility criteria, requirements, procedures, policies, and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies.</li> <li>Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance.</li> <li>Applies rules in determining assistance levels and providing services.</li> <li>Computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy.</li> <li>Communicates with customers and other DHS staff in both verbal and written form.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
30%	<p>2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance.</p> <ul style="list-style-type: none"> <li>• Re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases.</li> <li>• Reviews expenditures such as childcare and medical expenses in relation to eligibility.</li> <li>• Re-determines eligibility for all Medical Assistance programs.</li> <li>• Reviews medical bills to determine if there is continued eligibility for payment of medical services.</li> <li>• Prepares and submits memoranda and documentation of Spenddown decisions.</li> <li>• Determines when a client is eligible for a medical card.</li> <li>• Swaps cases from one category to another in accordance with eligibility.</li> <li>• Assesses changes for impact on services available and adjusts in services.</li> <li>• Establishes over/under issuances of benefits and completes forms related to each.</li> <li>• Refers non TANF clients to needed social services.</li> </ul>
15%	<p>3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives.</p> <ul style="list-style-type: none"> <li>• Completes case documentation, responds to electronic correspondence, and makes entries into automated computer systems.</li> <li>• Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long-term support programs.</li> <li>• Identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, childcare issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues.</li> <li>• Provides coaching to clients experiencing difficulty in achieving employment goals.</li> <li>• Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.</li> </ul>
10%	<p>4. Meets with clients to discuss goals and activity requirements</p> <ul style="list-style-type: none"> <li>• Develops comprehensive assessment of goals and objectives.</li> <li>• Applies problem-solving techniques to assist in achieving self-sufficiency goals.</li> <li>• Identifies potential risks to self-sufficiency.</li> <li>• Makes referrals to appropriate service areas.</li> <li>• Provides coordination of multiple services reflecting connection and interaction with community providers.</li> <li>• Evaluates client's ability to obtain and retain meaningful employment.</li> <li>• Refers to employers with potential job opportunities.</li> </ul>

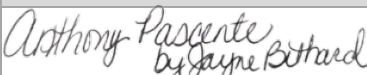
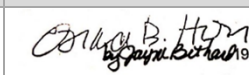
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.	
5%	6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Human Services Casework Manager 19788-10-92-109-06-29 (07-01) (08-01) (11-29) (12-01) (13-01) (14-01) (21-29) (23-29) (25-01) (26-01)		
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u> <ol style="list-style-type: none"> <li>1. Requires a bachelor's degree in psychology, sociology/anthropology, social welfare, or a closely related field.</li> <li>2. Requires one year of professional casework or crisis intervention experience in a social service agency OR Successful completion of an agency-sponsored training program.</li> <li>3. Requires ability to speak, read and write Spanish at a colloquial skill level.</li> </ol> <p>Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination.</p>		
20. CONDITIONS OF EMPLOYMENT		
1. N/A		

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

Under direction, receives and assists customers to provide public assistance services available through Department of Human Services (DHS) programs to all eligible customers timely and accurately. Manages a public assistance caseload by performing professional casework duties in all categories of assistance. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Meets with clients to discuss goals and activity requirements. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 8/11/22			7/8/22

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position										
New/Revised Position				08	FR	19785-10-93-019-25-08				
Human Services Caseworker										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Family & Community Services			0	010	Y	R	N
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								3/1/19		
New/Revised Position			Case Management							
Region 3										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position			RC062		N					
Champaign Office, Champaign County										
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	<p>Under direction, performs professional casework activities in providing public assistance services available from the Department of Human Services (DHS) as well as auxiliary state, local and federal programs. Explains and interprets eligibility criteria and requirements for public assistance programs. Collects customer data and determines eligibility. Discusses the customer's goals and participation levels. Assesses the clients' skills and evaluates their ability to obtain and retain employment; makes appropriate referrals to other DHS programs, state services or local private services to verify individual receives available benefits. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Performs functions outlined below or a portion thereof (e.g. Intake) as part of an assigned caseload or on a rotational basis. Communicates in French to those individuals who do not read or speak English.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Receives and assists customers to provide public assistance services available through DHS programs to all eligible customers timely and accurately. Explains and interprets eligibility criteria, requirements, procedures, policies and practices to applicants for public assistance as well as their authorized representatives, other public assistance providers, other divisions of DHS and other state and local agencies. Verifies data from the customer and determines initial and/or ongoing eligibility for all categories of public assistance; applies rules in determining assistance levels and providing services; computes monthly grants and Supplemental Nutrition Assistance Program (SNAP) allotments verifying benefit accuracy. Communicates with customers and other DHS staff in both verbal and written form.</p> <p>30% 2. Manages a public assistance caseload by performing professional casework duties in all categories of assistance; re-determines eligibility for Temporary Assistance for Needy Families (TANF) cases; reviews expenditures such as child care and medical expenses in relation to eligibility; re-determines eligibility for all Medical Assistance programs; reviews medical bills to determine if there is continued eligibility for payment of medical services; prepares and submits memoranda and documentation of Spenddown decisions; determines when a client is eligible for a medical card; swaps cases from one category to another in accordance with eligibility; assesses changes for impact on services available and makes adjustments in services. Establishes over/under issuances of benefits and completes forms related to each. Refers non TANF clients to needed social services.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
<i>Janet Jorde</i> 26			<i>Mark Lawson</i> 4-5-19			<i>Joe</i> 17			3/4/19 <i>Jay Bethard</i>	

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
15%	3. Serves as part of a public assistance delivery network to verify clients are receiving appropriate services and supports as well as achieving welfare-to-work goals and other Welfare Reform goals and DHS initiatives. Completes case documentation, responds to electronic correspondence and makes entries into automated computer systems. Participates in discussions with other professional staff in the local office, the Regional Office and the division involving individual needs and receives recommendations regarding public assistance services and the availability of other temporary or long term support programs; identifies and arranges referrals for clients to receive training and assistance in work preparedness, interviewing techniques, child care issues, transportation needs, work habits, job training, etc., including authorization of services to address those issues; provides coaching to clients experiencing difficulty in achieving employment goals. Prepares and maintains current case file documentation including case status/records with all verifications and applicant data changes.	
10%	4. Meets with clients to discuss goals and activity requirements; develops comprehensive assessment of goals and objectives; applies problem-solving techniques to assist in achieving self-sufficiency goals. Identifies potential risks to self-sufficiency; makes referrals to appropriate service areas. Provides coordination of multiple services reflecting connection and interaction with community providers; evaluates client's ability to obtain and retain meaningful employment; refers to employers with potential job opportunities.	
10%	5. Translates functions/procedures into French for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.	
5%	6. Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Human Services Casework Manager 19788-10-93-019-20-51; 20-52; 20-53; 20-54; 90-51		WORKING TITLE (IF ANY)
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires a Bachelor's degree in psychology, sociology/anthropology, social welfare or a closely related field. Requires one year of professional casework or crisis intervention experience in a social service agency OR successful completion of an agency-sponsored training program. Qualifying state employees in the Upward Mobility Program shall have the stated requirements of this classification waived by successful completion of a qualifying examination. Requires ability to speak, read and write French at a colloquial skill level. Requires ability to operate commonly used manual and automated office equipment including copier, fax machine and personal computer. Requires the ability to communicate effectively in verbal and written form.		



ILLINOIS DEPARTMENT OF  
CENTRAL MANAGEMENT SERVICES

POSITION DESCRIPTION

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Services Casework Mgr				03	CH	19788-10-91-102-16-03				
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AN AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position Department of Human Services			Family & Community Services			0	016	1	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								3/1/20		
New/Revised Position Region 1 North			Administration			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt					
Existing Position										
New/Revised Position South Loop Office, Cook County			RC062		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS									
	No change in duties or responsibilities as previously described, change in supervisor only.									

RECEIVED

DIRECTOR OF CMS SIGNATURE *[Signature]* 39

IMMEDIATE SUPERVISOR SIGNATURE  
MAR 03 2020

AGENCY HEAD SIGNATURE *[Signature]* DATE 3/3/20

MD 4-14-2020 *[Signature]* 4/2/20

Per \_\_\_\_\_

*[Signature]*

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
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17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-10-91-102-30-03	WORKING TITLE (IF ANY) Assistant Local Office Administrator
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

WORKING  
 SUPERVISOR OR  LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-102-11-01	varies
Human Services Caseworker	19785-10-91-102-11-03	varies
Human Services Caseworker	19785-10-91-102-11-25	varies
Human Services Caseworker	19785-10-91-102-11-29	varies

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in social or behavioral science or business administration. Requires two years professional supervisory experience in a public welfare agency or three years professional experience as a caseworker in a public welfare agency or completion of an agency-sponsored management intern program. Requires thorough knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires the ability to speak, read and write Chinese at a colloquial skill level.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Human Services Casework Manager		Casework Manager	17	KO	19788-10-91-133-33-17			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION		Family & Community Services						
NEW/REVISED POSITION		Division of Family & Community Services		0	016	1	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			8/16/23	
NEW/REVISED POSITION		Administration						
Region 1 North								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
Northern Office/Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Serves as a Casework Manager for the Division of Family and Community Services (FCS). <ul style="list-style-type: none"> <li>Plans, organizes, directs, and reviews the work of professional caseworkers.</li> <li>Directs the investigation and determination of eligibility of applicants and recipients of full range of public assistance and welfare services.</li> <li>Provides managerial direction to staff concerning production and operational efficiency.</li> <li>Confers with and advises staff concerning problems with staff performance and productivity.</li> <li>Assists staff on particularly sensitive, difficult, and complex cases and clients.</li> </ul>							
20%	2. Serves as a working supervisor. <ul style="list-style-type: none"> <li>Assigns and reviews work.</li> <li>Provides guidance and training to assigned staff.</li> <li>Counsels staff regarding work performance.</li> <li>Reassigns staff to meet day-to-day operating needs.</li> <li>Establishes annual goals and objectives.</li> <li>Approves time off.</li> <li>Prepares and signs performance evaluations.</li> </ul>							
20%	3. Serves as a Training Supervisor.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Provides training and technical assistance to assigned staff.</li> <li>• Provides on the job training to subordinate staff.</li> <li>• Interprets, explains, conducts/facilitates training of new and existing policies and procedures as well as implementations of new processes.</li> <li>• Travels to conduct/facilitate training of changes in existing policies and procedures.</li> <li>• Ensure subordinate staff stay abreast of policy, updated manual releases, Integrated Eligibility Systems (IES) Alerts, and Heads Up.</li> </ul>
15%	<p>4. Reviews and evaluates reports of casework activities.</p> <ul style="list-style-type: none"> <li>• Error reports, audit findings and quality assurance reviews.</li> <li>• Interprets findings and develops plans to address areas requiring improvement.</li> <li>• Develops and interprets administrative memoranda to improve performance and reduce error rates.</li> <li>• Creates corrective action plans.</li> <li>• Conducts formal case reviews for accuracy, to identify error trends and areas of needed improvement.</li> <li>• Based on case reviews, assesses the need for training, corrective action, or discipline.</li> <li>• Discuss error findings and develops plans of action for correction and improvement.</li> </ul>
10%	<p>5. Translates functions/procedures into Korean for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.</p>
5%	<p>6. Establishes and maintains effective public relations with employers and community partners in the local area served.</p> <ul style="list-style-type: none"> <li>• Develops strategies to identify and extend community resources to assist recipients in accomplishing individual goals of self-sufficiency.</li> <li>• Performs management liaison functions with Region, Central Operations, and other Agency managers as well as representatives from the community explaining policy, programs, and procedures of Agency operations.</li> </ul>
5%	<p>7. Implements and interprets new initiatives related to welfare policy.</p> <ul style="list-style-type: none"> <li>• Represent the FCRC on project teams and work groups to provide input on Department of Human Services (DHS) policy initiatives and program development.</li> </ul>
5%	<p>8. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.</p>

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-91-133-20-29

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor    Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-133-11-01	varies
Human Services Caseworker	19785-10-91-133-11-02	Varies

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-133-11-03	varies
Human Services Caseworker	19785-10-91-133-11-11	varies
Human Services Caseworker	19785-10-91-133-11-17	varies
Human Services Caseworker	19785-10-91-133-11-22	varies
Human Services Caseworker	19785-10-91-133-11-25	varies
Human Services Caseworker	19785-10-91-133-11-26	varies
Human Services Caseworker	19785-10-91-133-11-29	varies
Human Services Caseworker	19785-10-91-133-11-31	Varies
Human Services Caseworker	19785-10-91-133-11-32	varies
Human Services Caseworker	19785-10-91-133-11-33	Varies
Human Services Caseworker	19785-10-91-133-11-40	Varies

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in social science or business.
2. Requires two years professional supervisory experience in a public welfare agency.  
OR  
Three years professional experience in welfare, teaching, public health.  
OR other public services.  
OR  
Completion of an agency-sponsored management internship program.
3. Requires ability to speak, read and write Korean at a colloquial level.

Preferred Qualifications (In Order of Significance)

1. Three (3) years of professional experience utilizing policies, procedures and goals of public assistance programs and welfare reform.
2. Three (3) years of professional supervisory experience assigning work, providing guidance to subordinates, recommending counseling and/or discipline following collective bargaining agreements, training staff and approving time off.
3. Three (3) years of professional experience utilizing social casework methods, techniques, and principles, including reviewing and evaluating casework activities.
4. Three (3) years of professional experience working with policies, procedures, and related federal acts for a public or private organization
5. Three (3) years of professional experience in a public assistance eligibility system such as Integrated Eligibility Systems (IES).
6. Two (2) years of professional experience establishing and maintaining effective public relations with employers and other interested parties in the local area served.

20. CONDITIONS OF EMPLOYMENT



1. Basic proficiency in Microsoft Office Suite, including Word and Excel
2. Requires ability to travel in the performance of duties, with overnight stays as appropriate.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented manager to supervise staff in the Northern Family and Community Resource Center. The position supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 9/20/23			9/13/23

AM

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
EXISTING POSITION				90696187				
NEW/REVISED POSITION	Human Services Casework Manager	Casework Manager	32	UK	19788-10-91-209-90-32			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Department of Human Services		Division of Family & Community Services	0	016	1	R
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		7/1/25		
NEW/REVISED POSITION		Region 1 North		Administration				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Chicago/Cook County		RC062		N		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Serves as a Casework Manager for the Division of Family and Community Services (FCS). Plans, organizes, directs, and reviews the work of professional caseworkers. Directs the investigation and determination of eligibility of applicants and recipients of full range of public assistance and welfare services. Provides managerial direction to staff concerning production and operational efficiency. Confers with and advises staff concerning problems with staff performance and productivity. Assists staff on particularly sensitive, difficult, and complex cases and clients.							
20%	2. Serves as a working supervisor. Assigns and reviews work. Provides guidance and training to assigned staff. Counsels staff regarding work performance. Reassigns staff to meet day-to-day operating needs. Establishes annual goals and objectives. Approves time off. Prepares and signs performance evaluations.							
20%	3. Provides training and technical assistance to assigned staff. Provides on the job training to subordinate staff. Interprets, explains, conducts/facilitates training of new and existing policies and procedures as well as implementations of new processes. Travels to conduct/facilitate training of changes in existing policies and procedures. Ensure subordinate staff stay abreast of policy, updated manual releases, Integrated Eligibility Systems (IES) Alerts, and Heads Up.							
15%	4. Reviews and evaluates reports of casework activities. Error reports, audit findings and quality assurance reviews. Interprets findings and develops plans to address areas requiring							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	improvement. Develops and interprets administrative memoranda to improve performance and reduce error rates. Creates corrective action plans. Conducts formal case reviews for accuracy, to identify error trends and areas of needed improvement. Based on case reviews, assesses the need for training, corrective action, or discipline. Discuss error findings and develops plans of action for correction and improvement.
10%	5. Translates functions/procedures into Ukrainian for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	6. Establishes and maintains effective public relations with employers and community partners in the local area served. Develops strategies to identify and extend community resources to assist recipients in accomplishing individual goals of self-sufficiency. Performs management liaison functions with Region, Central Operations, and other Agency managers as well as representatives from the community explaining policy, programs, and procedures of Agency operations.
5%	7. Implements and interprets new initiatives related to welfare policy. Represent the FCRC on project teams and work groups to provide input on Department of Human Services (DHS) policy initiatives and program development.
5%	8. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator 37015-10-91-209-10-29	Asst Local Office Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-209-11-01	Varies
Human Services Caseworker	19785-10-91-209-11-29	Varies
Human Services Caseworker	19785-10-91-209-11-22	Varies
Human Services Caseworker	19785-10-91-209-11-02	Varies
Human Services Caseworker	19785-10-91-209-11-26	Varies
Human Services Caseworker	19785-10-91-209-11-25	Varies
Public Aid Eligibility Assistant	35825-10-91-209-11-22	Varies
Human Services Caseworker	19785-10-91-818-11-01	varies
Human Services Caseworker	19785-10-91-818-11-29	varies

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in social science or business.
2. Requires two years professional supervisory experience in a public welfare agency; OR three years professional experience in welfare, teaching, public health, or other public services; OR completion of an agency-sponsored management internship program.
3. Requires ability to speak, read and write Ukrainian at a colloquial level.

Preferred Qualifications (In Order of Significance)

1. Three (3) years of professional experience utilizing policies, procedures and goals of public assistance programs and welfare reform.
2. Three (3) years of professional supervisory experience assigning work, providing guidance to subordinates, recommending counseling and/or discipline following collective bargaining agreements, training staff and approving time off.
3. Three (3) years of professional experience utilizing social casework methods, techniques and principles, including reviewing and evaluating casework activities.
4. Three (3) years of professional experience working with policies, procedures, and related federal acts for a public or private organization.
5. Three (3) years of professional experience working in a public assistance eligibility system such as Integrated Eligibility Systems (IES).

20. CONDITIONS OF EMPLOYMENT

1. Basic proficiency developing spreadsheets using software programs such as Microsoft Excel.
  2. Requires the ability to travel.
- \*All conditions of employment listed are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented manager to supervise staff in the Special Units Family and Community Resource Center. The position supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services uplifts individuals and communities across Illinois. Our mission is to respond to the needs of all people in Illinois so they can lead healthy, safe, and enriched lives. Our vision is the future we are shaping with dignity and the well-being for everyone in Illinois. Our values are the principles that guide us as we work to remove systemic barriers and create lasting opportunities with Compassion, Accessibility, Responsibility, and Equity.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE

6200 N Hiawatha, 5th fl. Chicago, IL 60646

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION					Agency# 19788-10-91-229-23-02			
NEW/REVISED POSITION					19788-10-91-229-23-01 90657769			
Human Services Casework Manager		Casework Manager	02	AR				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Family & Community Services		0	016	1	R	
Department of Human Services								
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		7/16/25		
NEW/REVISED POSITION		Administration						
Region 1 North								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC062		N				
West Suburban Office, Cook County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Serves as a Casework Manager for the Division of Family and Community Services (FCS). Plans, organizes, directs, and reviews the work of professional caseworkers. Directs the investigation and determination of eligibility of applicants and recipients of full range of public assistance and welfare services. Provides managerial direction to staff concerning production and operational efficiency. Confers with and advises staff concerning problems with staff performance and productivity. Assists staff on particularly sensitive, difficult, and complex cases and clients.							
20%	2. Serves as a working supervisor. Assigns and reviews work. Provides guidance and training to assigned staff. Counsels staff regarding work performance. Reassigns staff to meet day-to-day operating needs. Establishes annual goals and objectives. Approves time off. Prepares and signs performance evaluations.							
20%	3. Provides training and technical assistance to assigned staff. Provides on the job training to subordinate staff. Interprets, explains, conducts/facilitates training of new and existing policies and procedures as well as implementations of new processes. Travels to conduct/facilitate training of changes in existing policies and procedures. Ensure subordinate staff stay abreast of policy, updated manual releases, Integrated Eligibility Systems (IES) Alerts, and Heads Up.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
15%	4. Reviews and evaluates reports of casework activities. Error reports, audit findings and quality assurance reviews. Interprets findings and develops plans to address areas requiring improvement. Develops and interprets administrative memoranda to improve performance and reduce error rates. Creates corrective action plans. Conducts formal case reviews for accuracy, to identify error trends and areas of needed improvement. Based on case reviews, assesses the need for training, corrective action, or discipline. Discuss error findings and develops plans of action for correction and improvement.
10%	5. Translates functions/procedures into Arabic for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	6. Establishes and maintains effective public relations with employers and community partners in the local area served. Develops strategies to identify and extend community resources to assist recipients in accomplishing individual goals of self-sufficiency. Performs management liaison functions with Region, Central Operations, and other Agency managers as well as representatives from the community explaining policy, programs, and procedures of Agency operations.
5%	7. Implements and interprets new initiatives related to welfare policy. Represent the FCRC on project teams and work groups to provide input on Department of Human Services (DHS) policy initiatives and program development.
5%	8. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-10-91-229-20-29	WORKING TITLE (IF ANY)
	Asst Local Office Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-229-11-01	varies
Human Services Caseworker	19785-10-91-229-11-29	varies

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of four years college with courses in social science or business.
2. Requires two years professional supervisory experience in a public welfare agency; OR three years professional experience in welfare, teaching, public health, or other public services; OR completion of an agency-sponsored management internship program.
3. Requires ability to speak, read and write Arabic at a colloquial level.

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Preferred Qualifications (In Order of Significance)

1. Three (3) years of professional experience utilizing policies, procedures and goals of public assistance programs and welfare reform.
2. Three (3) years of professional supervisory experience assigning work, providing guidance to subordinates, recommending counseling and/or discipline following collective bargaining agreements, training staff and approving time off.
3. Three (3) years of professional experience utilizing social casework methods, techniques and principles, including reviewing and evaluating casework activities.
4. Three (3) years of professional experience working with policies, procedures, and related federal acts for a public or private organization.
5. Three (3) years of professional experience working in a public assistance eligibility system such as Integrated Eligibility Systems (IES).

20. CONDITIONS OF EMPLOYMENT

1. Basic proficiency developing spreadsheets using software programs such as Microsoft Excel.
  2. Requires the ability to travel.
- \*All conditions of employment listed are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Family & Community Services is seeking to hire an energetic and detail-oriented manager to supervise staff in the West Suburban Family and Community Resource Center. The position supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance. The Division helps Illinois residents by connecting them with many programs and services. Through our programs, services and prevention efforts, the Division improves the health and well-being of individuals and promotes self-sufficiency and integrity of families of Illinois.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services uplifts individuals and communities across Illinois. Our mission is to respond to the needs of all people in Illinois so they can lead healthy, safe, and enriched lives. Our vision is the future we are shaping with dignity and the well-being for everyone in Illinois. Our values are the principles that guide us as we work to remove systemic barriers and create lasting opportunities with Compassion, Accessibility, Responsibility, and Equity.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE

West Suburban FCRC #229 2701 W Lake St. Melrose Park, IL 60160 Cook County



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Services Casework Mgr.				22	PO	19788-10-91-231-19-22				
3. AGENCY Existing Position			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Family & Community Services			0	016	N	R	
10. SECTION Existing Position			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
New/Revised Position Region 1 North			Administration					01-01-14		
14. WORK LOCATION Existing Position			15. BARGAINING/TERM CODE		Rutan Exempt	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
New/Revised Position Humboldt Park Office, Cook County			RC062		N					
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME	<p>Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family &amp; Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery. Communicates in Polish to those individuals who do not read or speak English.</p> <p>SPECIFICALLY:</p> <p>20% 1. Serves as a working supervisor; assigns and reviews work; provides guidance and training to assigned staff, counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.</p> <p>20% 2. Plans, organizes, directs and reviews the work of professional caseworkers; directs the investigation and determination of eligibility of applicants and recipients of full range of public assistance and welfare services; provides managerial direction to staff concerning production and operational efficiency; confers with and advises staff concerning problems with performance and productivity. Assists staff on particularly sensitive, difficult and complex cases and clients.</p> <p>15% 3. Interprets, explains and implements new policies and procedures or changes in existing policies and procedures; conducts or facilitates training for staff on new initiatives and programs or as remedial learning is required.</p> <p>15% 4. Implements and interprets new initiatives related to welfare reform; represents the local office on project teams and work groups to provide input on welfare reform initiatives and program development.</p> <p>10% 5. Establishes and maintains effective public relations with employers and other interested parties in the local area served; coordinates public assistance programs and services with other local agencies and community groups; develops strategies to identify and extend community resources to assist recipients in accomplishing individual goals of public assistance and self-sufficiency.</p>									
DIRECTOR OF CMS SIGNATURE <i>Simon</i>			IMMEDIATE SUPERVISOR SIGNATURE <i>Richard</i>			AGENCY HEAD SIGNATURE <i>Nichelle P. Saldana</i>			DATE 1/22/14	

*Richard*  
2/11/14

JAN 24 2014  
By \_\_\_\_\_

21  
2059

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
10%	6. Translates functions/procedures into Polish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
5%	7. Reviews and evaluates reports of casework activities; error reports, audit finding and quality assurance reviews; interprets findings and develops plans to address areas requiring improvement; develops and interprets administrative memoranda as needed to improve performance and reduce error rates.
5%	8. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-10-91-231-10-29	WORKING TITLE (IF ANY)
	Assistant Local Office Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

WORKING SUPERVISOR OR  LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-231-11-01	1
Human Services Caseworker	19785-10-91-231-11-22	3
Human Services Caseworker	19785-10-91-231-11-29	1
Public Aid Eligibility Assistant	35825-10-91-231-19-22	1

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois. Requires ability to speak, read and write Polish at a colloquial skill level.



1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Human Services Casework Manager					19788-10-91-409-18-01				
3. AGENCY Existing Position		4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services		Family & Community Services			0	016	1	R	
10. SECTION Existing Position		11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
New/Revised Position Region 1 Central		Administration						12/1/20	
14. WORK LOCATION Existing Position		15. BARGAINING/TERM CODE			Rutan Exempt				
New/Revised Position Medical Field Operations Central - Cook County		RC062			N	<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
	<p>Under general direction, supervises and administers the activities of professional and technical staff providing the full range of social and welfare casework services to applicants or recipients of public assistance in a local office in the Division of Family &amp; Community Services, DHS. Provides training to caseworker staff to maximize effectiveness and verifies efficient and proper delivery of public assistance programs. Interprets and implements new procedures for existing programs and new initiatives. Establishes and maintains effective working relationships with community resources to improve and expand service delivery.</p> <p>SPECIFICALLY:</p> <p>20% 1. Serves as a working supervisor; assigns and reviews work; provides guidance and training to assigned staff, counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.</p> <p>20% 2. Plans, organizes, directs and reviews the work of professional caseworkers; directs the investigation and determination of eligibility of applicants and recipients of full range of public assistance and welfare services; provides managerial direction to staff concerning production and operational efficiency; confers with and advises staff concerning problems with performance and productivity. Assists staff on particularly sensitive, difficult and complex cases and clients.</p> <p>15% 3. Interprets, explains and implements new policies and procedures or changes in existing policies and procedures; conducts or facilitates training for staff on new initiatives and programs or as remedial learning is required.</p> <p>15% 4. Implements and interprets new initiatives related to welfare reform; represents the local office on project teams and work groups to provide input on welfare reform initiatives and program development.</p> <p>15% 5. Establishes and maintains effective public relations with employers and other interested parties in the local area served; coordinates public assistance programs and services with other local agencies and community groups; develops strategies to identify and extend community resources to assist recipients in accomplishing individual goals of public assistance and self-sufficiency.</p>								
DIRECTOR OF CMS SIGNATURE <i>Janet Jank</i> 39		IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE <i>Donna B. Horn</i> <i>Donna B. Horn</i>			DATE 12/11/20	

MD 12-14-2020  
CMS-104 (Rev. 10/94) IL 08-9794  
STPDCAT 12/14/20

DEC 11 2020  
BY: \_\_\_\_\_

16. (CONTINUED)		
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
10%	6. Reviews and evaluates reports of casework activities; error reports, audit finding and quality assurance reviews; interprets findings and develops plans to address areas requiring improvement; develops and interprets administrative memoranda as needed to improve performance and reduce error rates.	
5%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Public Service Administrator    37015-10-91-409-30-01		WORKING TITLE (IF ANY) Assistant Local Office Administrator
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input checked="" type="checkbox"/> SUPERVISOR    OR <input type="checkbox"/> LEAD WORKER		
<b>NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted.</b>		
If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
Human Services Caseworker	19785-10-91-409-00-01	1
Human Services Caseworker	19785-10-91-409-00-29	1
Human Services Caseworker	19785-10-91-409-00-03	1
Human Services Caseworker	19785-10-91-409-00-22	1
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. <b>NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</b>		
Requires skill, knowledge and mental development equivalent to completion of four years college with courses in social science or business. Requires two years professional supervisory experience in a public welfare agency or three years of professional experience in welfare, teaching, public health or other public services or completion of an agency-sponsored management intern program. Requires extensive knowledge of policies, procedures and goals of public assistance programs and welfare reform in Illinois.		

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						27011-10-73-060-00-21		
Mental Health Technician I								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		11/1/2023		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Mabley Developmental Center		Residential Services/Direct Care		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dixon/Lee County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Receives training in and participates in the implementing of personal care services for individuals by participating and/or monitoring bathing, dressing, toileting, feeding and hair care on an assigned unit on an assigned shift. <ul style="list-style-type: none"> <li>• Participates in the heavy lifting and carrying of individuals.</li> <li>• Pushes wheelchairs and escorts individuals to and from living units.</li> <li>• Documents progress in an individual's active treatment plan or other designated records.</li> <li>• Ensures for compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>							
25%	2. Receives guidance from higher level staff in the observing and reporting of the condition and behavior of individuals. <ul style="list-style-type: none"> <li>• Documents routing data on individuals.</li> <li>• Charts progress report records.</li> <li>• Participates with the implementation of habilitation plans and documents progress and needs of individuals.</li> <li>• Physically restrains individuals as necessary to prevent injury to the individual or others.</li> </ul>							
15%	3. Performs general housekeeping tasks, such as, spot mopping, cleaning spills, wiping tables and making beds.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <li>Performs clothing tasks, such as, placing clothes in wardrobes and folding clothes and linens.</li> <li>Maintains area in a safe, clean, and orderly condition.</li> <li>Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>	
10%	4. Receives training in and assists higher level technicians with escorting and taking part in individual's activity/recreational programs, i.e., swimming pool, bowling alley, skating arena and trips to the zoo and lake. <ul style="list-style-type: none"> <li>In performance of job duties, works after business hours weekends and holidays.</li> <li>Travels in the performance of job duties.</li> </ul>	
5%	5. Under supervision, performs simple nursing procedures (TDR's, BP, weights, collects specimens for lab, etc.). <ul style="list-style-type: none"> <li>Reports and assists with injury care.</li> <li>Reports physical changes to nursing supervisor.</li> <li>Documents care, treatment and progress in the individual's active treatment plan or other designated records.</li> </ul>	
5%	6. Completes all in service training for the Mental Health Technician II position. <ul style="list-style-type: none"> <li>Attends and completes all in service training required by federal, state and facility rules and regulations.</li> </ul>	
5%	7. Performs other duties as required or assigned which are reasonably within the scope of those duties enumerated above.	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Residential Services Supervisor	38280-10-73-080-11-22	
Residential Services Supervisor	38280-10-73-080-12-01	
Mental Health Technician IV	27014-10-73-060-00-21	
Mental Health Technician IV	27014-10-73-060-00-22	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
<b>NOTE:</b> Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u> <ol style="list-style-type: none"> <li>Requires knowledge, skill and mental development equivalent to completion of high school.</li> <li>Requires successful completion of a comprehensive training program at the Mental Health Technical Trainee level.</li> </ol>		

**20. CONDITIONS OF EMPLOYMENT**

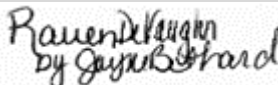
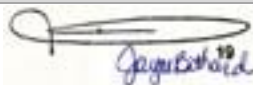
1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
  2. Requires the ability to perform heavy lifting, carrying and pushing.
  3. Requires the ability work after business hours, weekends and holidays.
  4. Requires the ability to utilize office equipment, including personal computers.
  5. Requires ability to travel in the performance of duties.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

**21. POSITION POSTING/MARKETING STATEMENT:** Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician I for the Mabley Developmental Center located in Dixon, Illinois to receive training in and participates in the implementing of personal care services for individuals by participating and/or monitoring bathing, dressing, toileting, feeding and hair care on an assigned unit on an assigned shift. Participates in heavy lifting, heavy carrying and pushing of wheelchairs. Participates in the implementing of individuals' habilitation plans. Ensures compliance with Illinois Department of Public Health requirements when performing duties.

**22. ABOUT THE AGENCY/BUREAU/PROGRAM**

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 11/6/23			11/1/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						27012-10-67-200-00-01		
Mental Health Technician II								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		0	053	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		11/1/2023		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Fox Developmental Center		Residential Services		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Dwight/Livingston County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Serves as a member of an interdisciplinary team on an assigned unit and on an assigned shift, during the evaluation, assessment, development, and implementation of Individual Service Plans in accord with applicable facility, Developmental Disabilities, State, Federal and Accreditation Council standards, rules, policies, and regulations. <ul style="list-style-type: none"> <li>• Implements programs and services across environments for assigned individuals as outlined in Individual Service Plans.</li> <li>• Implements planned activities for individuals as identified in their daily living schedules.</li> <li>• Assists individuals with independent living, recreational and social activities, vocational and educational skills and activities, self-care, such as bathing and showering, hair care (shampooing and combing), nail care, toileting, feminine hygiene care, selection of clothing, laundry, dressing, eating and transfer and mobility.</li> <li>• Provides opportunities for making choices and developing independency as well as teaches individuals to express preferences and choices.</li> <li>• Encourages and supports individual changes in independence through the use of assistive devices as described in the individual's service plan.</li> </ul>							
20%	2. Monitors assigned individuals in environments including escorting individuals in the community.							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Intervenes when individuals go on unauthorized absences, display verbally disruptive and/or physically aggressive behaviors, and/or other situations of an emergency nature.</li> <li>• Identifies problems and reports discrepancies to the designated supervisory personnel.</li> <li>• Performs special observation and care.</li> <li>• Routinely observes assigned individuals and documents status and location at specified intervals during assigned shift.</li> <li>• Identifies and reports suspected abuse or neglect of individuals to supervisory personnel.</li> <li>• Assists other staff in emergency situations where physical restraint or other assistance is needed to verify that methods utilized are performed in the prescribed manner.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>• Prepares detailed incident reports, injury and written statements.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
10%	<p>3. Maintains records of care, training and habilitation provided, including observing an individuals' responses to programs and services.</p> <ul style="list-style-type: none"> <li>• Prepares and submits written reports for use by the interdisciplinary team and others in the development and evaluation of the effectiveness of the service plan.</li> <li>• Prepares and submits routine and special written reports.</li> </ul>
10%	<p>4. Provides basic health care, including first aid and routine treatment procedures as specified by a physician or nurse.</p> <ul style="list-style-type: none"> <li>• Reports symptoms of illness, side effects of medications and individuals' responses to medical treatment to nursing personnel.</li> <li>• Assists in physical therapy by positioning, range of motion exercises, general motor activities, bathing (whirlpool, etc.) and use of wheelchairs with adaptations.</li> </ul>
10%	<p>5. Familiarizes self with procedures and equipment through employee training courses, observation, reading detailed documents or by communicating with other staff.</p> <ul style="list-style-type: none"> <li>• Attends and participates in employees training programs designed to improve and maintain skills.</li> <li>• Assists with on-the-job training of less experienced Mental Health Technicians.</li> <li>• Attends department and Center meetings.</li> </ul>
10%	<p>6. Performs routine scheduled and unscheduled surveillance to observe breaches of security or physical hazards.</p> <ul style="list-style-type: none"> <li>• Documents and reports identified problems to supervisory personnel, performs basic housekeeping functions such as removing soiled laundry, changing linens, cleaning and sanitizing floor and furniture following accidental spills, toileting accidents, etc. to maintain a safe and clean environment.</li> </ul>
5%	<p>7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

		WORKING TITLE (IF ANY)
Residential Services Supervisor	38280-10-67-231-10-01	Quality Assurance Coordinator
Residential Services Supervisor	38280-10-67-231-20-01	
Residential Services Supervisor	38280-10-67-221-00-01	
Residential Services Supervisor	38280-10-67-211-00-01	
Residential Services Supervisor	38280-10-67-241-00-01	
Residential Services Supervisor	38280-10-67-200-10-01	
Mental Health Administrator	26811-10-67-400-20-01	
Mental Health Technician IV	27014-10-67-200-30-01	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

- Minimum Qualifications
1. Requires knowledge, skill, and mental development equivalent to completion of high school.
  2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.

20. CONDITIONS OF EMPLOYMENT

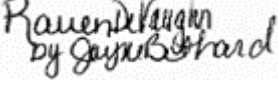

1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
  2. Requires the ability to work after business hours, weekends and holidays.
  3. Requires the ability to utilize office equipment, including personal computers.
  4. Requires ability to travel in the performance of duties.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician II for the Fox Developmental Center located in Dwight, Illinois to serve as a member of an interdisciplinary team on an assigned unit and on an assigned shift, during the evaluation, assessment, development, and implementation of Individual Service Plans in accord with applicable facility, Developmental Disabilities, State, Federal and Accreditation Council standards, rules, policies, and regulations. Assists individuals with independent living, recreational and social activities, vocational and educational skills and activities, selfcare such as bathing, showering, etc. Monitors assigned individuals in environments including escorting individuals in the community. Provides basic health care. Performs routine scheduled and unscheduled surveillance to observe breaches of security or physical hazards.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 11/19/23			11/8/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION					27012-10-73-060-00-21			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		11/1/2023	
NEW/REVISED POSITION		Mabley Developmental Center Residential Services/Direct Care						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Performs duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. <ul style="list-style-type: none"> <li>Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing.</li> <li>Teaches individuals how to care for themselves and assists in their development of daily living habits regarding cleanliness, personal hygiene, table manners, laundry, etc.</li> <li>Encourages individuals to be as independent as possible.</li> </ul>							
20%	2. Talks with, motivates, and encourages individuals. <ul style="list-style-type: none"> <li>Participates in the implementation of established treatment and habilitation programs and behavior intervention plans.</li> <li>Observes individuals and reports their behavior data.</li> <li>Documents care, treatment and progress in an individual's active treatment plan or other designated records.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
20%	3. Carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational, and social activities. <ul style="list-style-type: none"> <li>Interacts with individuals in individual and group activities to assist in the individual's improvement of social and interpersonal skills by talking with, motivating, and encouraging individuals.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Models' social role behavior and teaches individuals self-help skills.</li> </ul>
10%	4. Implements behavior intervention plans and provides support and monitors potential crisis situations, i.e., verbal or physically aggressive behavior applying redirection or blocking techniques. <ul style="list-style-type: none"> <li>• Monitors individual during crisis which includes transporting and/or lifting of individuals.</li> <li>• Provides treatment to individuals as ordered by the physician.</li> <li>• Documents such on treatment sheets for each individual.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
10%	5. Attends and completes mandated training for the Department of Human Services (DHS), the facility and programmatic areas. <ul style="list-style-type: none"> <li>• Participates and provides support in the on-the-job training of less experienced Mental Health Technicians.</li> <li>• Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>
5%	6. Escorts individuals to vocational and recreational activities or other areas of the center. <ul style="list-style-type: none"> <li>• Escorts individuals off campus for shopping, appointments, etc.</li> <li>• Travels in the performance of job duties.</li> <li>• Assists in lifting individuals out of bed and wheelchairs.</li> </ul>
5%	7. Maintains area in a safe, clean, and orderly condition. <ul style="list-style-type: none"> <li>• Performs simple housekeeping functions and directs individuals in general housekeeping activities, assists in maintaining clothing and unit supplies and equipment.</li> <li>• Prepares unit and individual records.</li> </ul>
5%	8. Functions as shift charge in the absence of a higher-level Mental Health Technician. <ul style="list-style-type: none"> <li>• Assigns staff to meet day-to-day operational needs.</li> <li>• Monitors and reviews completion of staff monitoring sheets, data collection reports, progress notes etc.</li> <li>• Provides guidance to staff in the daily course of duties such as the implementation of treatment programs, schedules, and activities for the programmatic unit.</li> </ul>
5%	9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.


17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Residential Services Supervisor 38280-10-73-080-11-22	
Residential Services Supervisor 38280-10-73-080-12-01	
Mental Health Technician IV 27014-10-73-060-00-21	
Mental Health Technician IV 27014-10-73-060-00-22	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A			
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>			
<p><u>Minimum Qualifications</u></p> <ol style="list-style-type: none"> <li>Requires knowledge, skill, and mental development equivalent to completion of high school.</li> <li>Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.</li> </ol>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<ol style="list-style-type: none"> <li>Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.</li> <li>Requires the ability to work after business hours, weekends and holidays.</li> <li>Requires the ability to utilize office equipment, including personal computers.</li> <li>Requires ability to travel in the performance of duties.</li> </ol> <p>The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.</p>			
<p>21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.</p>			
<p>The Division of Developmental Disabilities is seeking to hire a Mental Health Technician 2 for the Mabley Developmental Center located in Dixon, Illinois to perform duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing; carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational and social activities. Participates and provides support in the on-the-job training of less experienced Mental Health Technicians. Functions as shift charge in the absence of higher-level Mental Health Technicians. Ensures compliance with Illinois Department of Public Health requirements when performing duties.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.</p>			
<p>DIRECTOR OF CMS SIGNATURE</p>	<p>IMMEDIATE SUPERVISOR SIGNATURE</p>	<p>AGENCY HEAD SIGNATURE</p>	<p>DATE</p>
<p><i>Ravenel/Kuiper by Jayne B. Howard</i> 11/6/23</p>			<p>11/1/23</p>

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1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION					27012-10-73-060-00-21			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		10/16/2023	
NEW/REVISED POSITION		Mabley Developmental Center Residential Services/Direct Care						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Performs duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. <ul style="list-style-type: none"> <li>Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing.</li> <li>Teaches individuals how to care for themselves and assists in their development of daily living habits regarding cleanliness, personal hygiene, table manners, laundry, etc.</li> <li>Encourages individuals to be as independent as possible.</li> </ul>							
20%	2. Talks with, motivates, and encourages individuals. <ul style="list-style-type: none"> <li>Participates in the implementation of established treatment and habilitation programs and behavior intervention plans.</li> <li>Observes individuals and reports their behavior data.</li> <li>Documents care, treatment and progress in an individual's active treatment plan or other designated records.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
20%	3. Carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational, and social activities. <ul style="list-style-type: none"> <li>Interacts with individuals in individual and group activities to assist in the individual's improvement of social and interpersonal skills by talking with, motivating, and encouraging individuals.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>Models social role behavior; teaches individuals self-help skills.</li> </ul>
10%	4. Implements behavior intervention plans and provides support and monitors potential crisis situations, i.e., verbal or physically aggressive behavior applying redirection or blocking techniques. <ul style="list-style-type: none"> <li>Monitors individual during crisis which includes transporting and/or lifting of individuals.</li> <li>Provides treatment to individuals as ordered by the physician.</li> <li>Documents such on treatment sheets for each individual.</li> <li>In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
10%	5. Attends and completes mandated training for the Department of Human Services (DHS), the facility and programmatic areas. <ul style="list-style-type: none"> <li>Participates and provides support in the on-the-job training of less experienced Mental Health Technicians.</li> <li>Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>
5%	6. Escorts individuals to vocational and recreational activities or other areas of the center. <ul style="list-style-type: none"> <li>Escorts individuals off campus for shopping, appointments, etc.</li> <li>Travels in the performance of job duties.</li> <li>Assists in lifting individuals out of bed and wheelchairs.</li> </ul>
5%	7. Maintains area in a safe, clean, and orderly condition. <ul style="list-style-type: none"> <li>Performs simple housekeeping functions and directs individuals in general housekeeping activities, assists in maintaining clothing and unit supplies and equipment.</li> <li>Prepares unit and individual records.</li> </ul>
5%	8. Functions as shift charge in the absence of a higher-level Mental Health Technician. <ul style="list-style-type: none"> <li>Assigns staff to meet day-to-day operational needs.</li> <li>Monitors and reviews completion of staff monitoring sheets, data collection reports, progress notes etc.</li> <li>Provides guidance to staff in the daily course of duties such as the implementation of treatment programs, schedules, and activities for the programmatic unit.</li> </ul>
5%	9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Residential Services Supervisor	38280-10-73-080-11-22
Residential Services Supervisor	38280-10-73-080-12-01
Mental Health Technician IV	27014-10-73-060-00-21

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A			
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>			
<p><b>Minimum Qualifications</b></p> <ol style="list-style-type: none"> <li>Requires knowledge, skill, and mental development equivalent to completion of high school.</li> <li>Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.</li> </ol>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<ol style="list-style-type: none"> <li>Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.</li> <li>Requires the ability to work after business hours, weekends and holidays.</li> <li>Requires the ability to utilize office equipment, including personal computers.</li> <li>Requires ability to travel in the performance of duties.</li> </ol> <p>The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.</p>			
<p>21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.</p>			
<p>The Division of Developmental Disabilities is seeking to hire a Mental Health Technician 2 for the Mabley Developmental Center located in Dixon, Illinois to perform duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing; carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational and social activities. Participates and provides support in the on-the-job training of less experienced Mental Health Technicians. Functions as shift charge in the absence of higher-level Mental Health Technicians. Ensures compliance with Illinois Department of Public Health requirements when performing duties.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.</p>			
<p>DIRECTOR OF CMS SIGNATURE</p>	<p>IMMEDIATE SUPERVISOR SIGNATURE</p>	<p>AGENCY HEAD SIGNATURE</p>	<p>DATE</p>
<p><i>Ravenel Vaughn by Gayle B. Howard</i> 10/27/23</p>		<p><i>[Signature]</i> 10/23/23</p>	<p>10/23/23</p>

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1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION					27012-10-73-060-00-21			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		8/16/2023		
NEW/REVISED POSITION		Mabley Developmental Center Residential Services/Direct Care						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Performs duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. <ul style="list-style-type: none"> <li>Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing.</li> <li>Teaches individuals how to care for themselves and assists in their development of daily living habits regarding cleanliness, personal hygiene, table manners, laundry, etc.</li> <li>Encourages individuals to be as independent as possible.</li> </ul>							
20%	2. Talks with, motivates, and encourages individuals. <ul style="list-style-type: none"> <li>Participates in the implementation of established treatment and habilitation programs and behavior intervention plans.</li> <li>Observes individuals and reports their behavior data.</li> <li>Documents care, treatment and progress in an individual's active treatment plan or other designated records.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
20%	3. Carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational, and social activities. <ul style="list-style-type: none"> <li>Interacts with individuals in individual and group activities to assist in the individual's improvement of social and interpersonal skills by talking with, motivating, and encouraging individuals.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	<ul style="list-style-type: none"> <li>• Models social role behavior; teaches individuals self-help skills.</li> </ul> <p>4. Implements behavior intervention plans and provides support and monitors potential crisis situations, i.e., verbal or physically aggressive behavior applying redirection or blocking techniques.</p> <ul style="list-style-type: none"> <li>• Monitors individual during crisis which includes transporting and/or lifting of individuals.</li> <li>• Provides treatment to individuals as ordered by the physician.</li> <li>• Documents such on treatment sheets for each individual.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
10%	<p>5. Attends and completes mandated training for the Department of Human Services (DHS), the facility and programmatic areas.</p> <ul style="list-style-type: none"> <li>• Participates and provides support in the on-the-job training of less experienced Mental Health Technicians.</li> <li>• Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>
5%	<p>6. Escorts individuals to vocational and recreational activities or other areas of the center.</p> <ul style="list-style-type: none"> <li>• Escorts individuals off campus for shopping, appointments, etc.</li> <li>• Travels in the performance of job duties.</li> <li>• Assists in lifting individuals out of bed and wheelchairs.</li> </ul>
5%	<p>7. Maintains area in a safe, clean, and orderly condition.</p> <ul style="list-style-type: none"> <li>• Performs simple housekeeping functions and directs individuals in general housekeeping activities, assists in maintaining clothing and unit supplies and equipment.</li> <li>• Prepares unit and individual records.</li> </ul>
5%	<p>8. Functions as shift charge in the absence of a higher-level Mental Health Technician.</p> <ul style="list-style-type: none"> <li>• Assigns staff to meet day-to-day operational needs.</li> <li>• Monitors and reviews completion of staff monitoring sheets, data collection reports, progress notes etc.</li> <li>• Provides guidance to staff in the daily course of duties such as the implementation of treatment programs, schedules, and activities for the programmatic unit.</li> </ul>
5%	<p>9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.</p>

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Residential Services Supervisor 38280-10-73-080-11-22	
Residential Services Supervisor 38280-10-73-080-12-01	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school.
2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
2. Requires the ability to work after business hours, weekends and holidays.
3. Requires the ability to utilize office equipment, including personal computers.
4. Requires ability to travel in the performance of duties, with overnight stays as appropriate.



The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician 2 for the Mabley Developmental Center located in Dixon, Illinois to perform duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing; carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational and social activities. Participates and provides support in the on-the-job training of less experienced Mental Health Technicians. Functions as shift charge in the absence of higher-level Mental Health Technicians. Ensures compliance with Illinois Department of Public Health requirements when performing duties.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 9/20/23		 8/24/23	8/24/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION					27012-10-73-060-00-21			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		7/1/2022		
NEW/REVISED POSITION		Mabley Developmental Center Residential Services/Direct Care						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		Dixon/Lee County RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. Performs duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. <ul style="list-style-type: none"> <li>Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing.</li> <li>Teaches individuals how to care for themselves and assists in their development of daily living habits regarding cleanliness, personal hygiene, table manners, laundry, etc.</li> <li>Encourages individuals to be as independent as possible.</li> </ul>							
20%	2. Talks with, motivates, and encourages individuals. <ul style="list-style-type: none"> <li>Participates in the implementation of established treatment and habilitation programs and behavior intervention plans.</li> <li>Observes individuals and reports their behavior data.</li> <li>Documents care, treatment and progress in an individual's active treatment plan or other designated records.</li> <li>Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>							
20%	3. Carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational, and social activities. <ul style="list-style-type: none"> <li>Interacts with individuals in individual and group activities to assist in the individual's improvement of social and interpersonal skills by talking with, motivating, and encouraging individuals.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>Models social role behavior; teaches individuals self-help skills.</li> </ul>
10%	4. Implements behavior intervention plans and provides support and monitors potential crisis situations, i.e., verbal or physically aggressive behavior applying redirection or blocking techniques. <ul style="list-style-type: none"> <li>Monitors individual during crisis which includes transporting and/or lifting of individuals.</li> <li>Provides treatment to individuals as ordered by the physician.</li> <li>Documents such on treatment sheets for each individual.</li> <li>In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
10%	5. Attends and completes mandated training for the Department of Human Services (DHS), the facility and programmatic areas. <ul style="list-style-type: none"> <li>Participates and provides support in the on-the-job training of less experienced Mental Health Technicians.</li> <li>Ensures compliance with Illinois Department of Public Health requirements when performing duties.</li> </ul>
5%	6. Escorts individuals to vocational and recreational activities or other areas of the center. <ul style="list-style-type: none"> <li>Escorts individuals off campus for shopping, appointments, etc.</li> <li>Assists in lifting individuals out of bed and wheelchairs.</li> </ul>
5%	7. Maintains area in a safe, clean, and orderly condition. <ul style="list-style-type: none"> <li>Performs simple housekeeping functions and directs individuals in general housekeeping activities, assists in maintaining clothing and unit supplies and equipment.</li> <li>Prepares unit and individual records.</li> </ul>
5%	8. Functions as shift charge in the absence of a higher-level Mental Health Technician. <ul style="list-style-type: none"> <li>Assigns staff to meet day-to-day operational needs.</li> <li>Monitors and reviews completion of staff monitoring sheets, data collection reports, progress notes etc.</li> <li>Provides guidance to staff in the daily course of duties such as the implementation of treatment programs, schedules, and activities for the programmatic unit.</li> </ul>
5%	9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Residential Services Supervisor 38280-10-73-060-10-22	
Residential Services Supervisor 38280-10-73-060-10-01	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor    Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school.
2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
2. Requires the ability to work after business hours, weekends and holidays.
3. Requires the ability to provide required personal and nursing services and procedures and techniques geared toward treatment, development, and habilitation.
4. Requires the ability to participate in routine programs of care, treatment and habilitation.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician 2 for the Mabley Developmental Center located in Dixon, Illinois to perform duties in a living or work area for the care, treatment or habilitation and development of individuals with intellectual disabilities in a designated living area on an assigned shift. Provides and/or monitors personal care services for individuals such as bathing, toileting, feeding and dressing; carries out a portion of activity therapy programs by teaching and engaging individuals in planned educational, vocational, recreational and social activities. Participates and provides support in the on-the-job training of less experienced Mental Health Technicians. Functions as shift charge in the absence of higher-level Mental Health Technicians. Ensures compliance with Illinois Department of Public Health requirements when performing duties.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Jayne Bithard</i>		<i>Conrad B. Hum by Jayne Bithard</i>	8/3/22

9/25/22 LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Mental Health Technician II			26	SC	27012-10-79-121-21-26			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH		5/1/2023		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Chicago-Read Mental Health Center		Nursing Services		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Chicago/Cook County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Performs duties associated with the direct care and treatment designed to help patients on an assigned shift. <ul style="list-style-type: none"> <li>Assists the implementation of treatment/habilitation programs designed by the interdisciplinary treatment team by monitoring patients social, recreational, and independent living activities.</li> <li>Collects data from one-on-one close observations.</li> <li>Reports to charge nurse and documents as trained.</li> <li>Participates in continuous quality improvement activities by documenting personal care, observing patient response in the medical record.</li> </ul>							
20%	2. Performs patient care procedures that assist the patient to achieve greater mental, physical, and social development. <ul style="list-style-type: none"> <li>Assists patients with all activities of daily living including personal care, lifting up to 50 pounds unassisted.</li> <li>Talks with, motivates, and encourages patients on a one-on-one basis or in groups in order to promote their treatment.</li> <li>Escorts patients to various activities/appointment both inside and outside of the facility.</li> <li>Travels in performance of job duties.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <li>• Assists in care and monitoring of patients during crisis situations to include appropriate interventions, e.g. verbal redirection, seclusion, and restraints.</li> <li>• Assists other units in management of aggressive patients.</li> <li>• Participates in planned therapeutic activities.</li> </ul>	
10%	3. Performs simple nursing care task such as taking vital signs, simple dressing changes, collection of specimens, etc.	
10%	4. Attends treatment team meetings as needed and contribute to the development and implementation of the nursing care plan.	
10%	5. Translates functions/procedures into Serbo-Croatian for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.	
10%	6. Conducts groups, demonstrates, and directs patients in learning recreational and social activities. <ul style="list-style-type: none"> <li>• Assists in orientating new patients and their family/friends to unit procedures.</li> <li>• Receives visitors and monitors patient and visitor interaction.</li> </ul>	
5%	7. As part of the treatment team and its objective for a therapeutic milieu, reports all instances that compromise a clean and safe environment. <ul style="list-style-type: none"> <li>• Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center.</li> <li>• In conjunction with the facility mission and Department of Human Services (DHS) policies, reports any unusual instances or circumstances in accordance with Administrative Directive 02.01.06.020 and 02.01.06.010.</li> </ul>	
5%	8. Completes all mandatory training requirements and participates in continuing education workshops and or seminars to maintain age and disability specific professional competency through observation and evaluation.	
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Public Service Administrator	37015-10-79-121-10-01	Clinical Nurse Manager
Public Service Administrator	37015-10-79-121-20-01	
Public Service Administrator	37015-10-79-121-30-01	
Public Service Administrator	37015-10-79-121-40-01	
Public Service Administrator	37015-10-79-122-00-01	
Public Service Administrator	37015-10-79-122-11-01	
Public Service Administrator	37015-10-79-122-10-01	
Public Service Administrator	37015-10-79-123-00-01	
Public Service Administrator	37015-10-79-123-10-01	
Public Service Administrator	37015-10-79-123-20-01	
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		

**18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:**

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

**19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of high school.
2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.
3. Requires the ability to speak, read and write Serbo-Croatian at a colloquial skill level.

**20. CONDITIONS OF EMPLOYMENT**

1. Requires moderate to heavy physical effort in lifting patients up to 50 pounds unassisted.
2. Requires the ability to utilize office equipment, including personal computers.
3. Requires the ability to travel.

**21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.**

The Division of Mental Health is seeking to hire a Mental Health Technician II for the Chicago-Read Mental Health Center located in Chicago, Illinois to perform duties associated with the direct care and treatment designed to help patients on an assigned shift. Performs patient care procedures that assist the patient to achieve greater mental, physical, and social development. Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center. Travels in performance of job duties. Communicates in Serbo-Croatian to those individuals who do not read or speak English.

**22. ABOUT THE AGENCY/BUREAU/PROGRAM**

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Ravenel Kavan</i> <i>by Gayle B. Howard</i> 5/12/23		<i>CONRAD B. HUN</i> <i>by Gayle B. Howard</i>	5/3/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Mental Health Technician II			29	SS	27012-10-79-121-21-29			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH			5/1/2023	
NEW/REVISED POSITION		B South		<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY				
Chicago-Read Mental Health Center		Nursing Services		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Chicago/Cook County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Performs duties associated with the direct care and treatment designed to help patients on an assigned shift. <ul style="list-style-type: none"> <li>Assists the implementation of treatment/habilitation programs designed by the interdisciplinary treatment team by monitoring patients social, recreational, and independent living activities.</li> <li>Collects data from one-on-one close observations.</li> <li>Reports to charge nurse and documents as trained.</li> <li>Participates in continuous quality improvement activities by documenting personal care, observing patient response in the medical record.</li> </ul>							
20%	2. Performs patient care procedures that assist the patient to achieve greater mental, physical, and social development. <ul style="list-style-type: none"> <li>Assists patients with all activities of daily living including personal care, lifting up to 50 pounds unassisted.</li> <li>Talks with, motivates, and encourages patients on a one-on-one basis or in groups in order to promote their treatment.</li> <li>Escorts patients to various activities/appointment both inside and outside of the facility.</li> <li>Travels in performance of job duties.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Assists in care and monitoring of patients during crisis situations to include appropriate interventions, e.g. verbal redirection, seclusion, and restraints.</li> <li>• Assists other units in management of aggressive patients.</li> <li>• Participates in planned therapeutic activities.</li> </ul>
10%	3. Performs simple nursing care task such as taking vital signs, simple dressing changes, collection of specimens, etc.
10%	4. Attends treatment team meetings as needed and contribute to the development and implementation of the nursing care plan.
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, customers and community organizations.
10%	6. Conducts groups, demonstrates, and directs patients in learning recreational and social activities. <ul style="list-style-type: none"> <li>• Assists in orientating new patients and their family/friends to unit procedures.</li> <li>• Receives visitors and monitors patient and visitor interaction.</li> </ul>
5%	7. As part of the treatment team and its objective for a therapeutic milieu, reports all instances that compromise a clean and safe environment. <ul style="list-style-type: none"> <li>• Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center.</li> <li>• In conjunction with the facility mission and Department of Human Services (DHS) policies, reports any unusual instances or circumstances in accordance with Administrative Directive 02.01.06.020 and 02.01.06.010.</li> </ul>
5%	8. Completes all mandatory training requirements and participates in continuing education workshops and or seminars to maintain age and disability specific professional competency through observation and evaluation.
5%	9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator 37015-10-79-121-10-01	Clinical Nurse Manager
Public Service Administrator 37015-10-79-121-20-01	
Public Service Administrator 37015-10-79-121-30-01	
Public Service Administrator 37015-10-79-121-40-01	
Public Service Administrator 37015-10-79-122-00-01	
Public Service Administrator 37015-10-79-122-11-01	
Public Service Administrator 37015-10-79-122-10-01	
Public Service Administrator 37015-10-79-123-00-01	
Public Service Administrator 37015-10-79-123-10-01	
Public Service Administrator 37015-10-79-123-20-01	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A			
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>			
<p><u>Minimum Qualifications</u></p> <ol style="list-style-type: none"> <li>1. Requires knowledge, skill and mental development equivalent to completion of high school.</li> <li>2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.</li> <li>3. Requires the ability to speak, read and write Spanish at a colloquial skill level.</li> </ol>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<ol style="list-style-type: none"> <li>1. Requires moderate to heavy physical effort in lifting patients up to 50 pounds unassisted.</li> <li>2. Requires the ability to utilize office equipment, including personal computers.</li> <li>3. Requires the ability to travel.</li> </ol>			
<p>21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.</p>			
<p>The Division of Mental Health is seeking to hire a Mental Health Technician II for the Chicago-Read Mental Health Center located in Chicago, Illinois to perform duties associated with the direct care and treatment designed to help patients on an assigned shift. Performs patient care procedures that assist the patient to achieve greater mental, physical, and social development. Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center. Travels in performance of job duties. Communicates in Spanish to those individuals who do not read or speak English.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.</p>			
<p>DIRECTOR OF CMS SIGNATURE</p>	<p>IMMEDIATE SUPERVISOR SIGNATURE</p>	<p>AGENCY HEAD SIGNATURE</p>	<p>DATE</p>
<p><i>Raenelle Vaughn by Jayne Schrad</i> 5/12/23</p>		<p><i>CONRAD B. HUN by Jayne Schrad</i></p>	<p>5/3/23</p>

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Mental Health Technician II			29	SS	27012-10-79-121-21-29			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH			1/1/22023	
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY				
Chicago Read Mental Health Center		B South		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Chicago/Cook County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Performs duties associated with the direct care and treatment designed to help patients on an assigned shift. <ul style="list-style-type: none"> <li>Assists the implementation of treatment/habilitation programs designed by the interdisciplinary treatment team by monitoring patients social, recreational, and independent living activities.</li> <li>Collects data from one-on-one close observations in record.</li> <li>Documents personal care habits/activities and observes patient response.</li> </ul>							
20%	2. Assists patients with all activities of daily living including personal care, lifting up to 50 pounds unassisted. <ul style="list-style-type: none"> <li>Talks with, motivates, and encourages patients on a one-on-one basis or in groups in order to promote their treatment.</li> <li>Escorts patients to various activities/appointments both inside and outside the facility.</li> <li>Travels in performance of job duties.</li> <li>Assists in care and monitoring or patients during crisis situations to include appropriate interventions, e.g., verbal redirection, seclusion, and restraints.</li> <li>Assists other units in management of aggressive patients.</li> <li>Participates in planned therapeutic activities.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	3. Performs patient care procedures that assist the patient achieve greater mental, physical, and social development. <ul style="list-style-type: none"> <li>• Performs simple nursing care tasks such as taking vital signs, simple dressing changes, collection of specimens, etc.</li> </ul>
10%	4. Attends treatment team meetings and contributes to the development and implementation of the nursing care plan. <ul style="list-style-type: none"> <li>• Discusses recipient progress, current status and responses to treatment.</li> </ul>
10%	5. Conducts groups, demonstrates, and directs patients in learning recreational and social activities. <ul style="list-style-type: none"> <li>• Assists in orientating new patients and their family/friends to unit procedures.</li> <li>• Receives visitors and monitors patient and visitor interaction.</li> </ul>
10%	6. Translates functions/procedures into Spanish for individuals who cannot speak or read English. in contacts with the general public, advocacy groups, customers and community organizations. <ul style="list-style-type: none"> <li>• Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>
5%	7. As part of the treatment team and its objective for a therapeutic milieu, reports all instances that compromise a clean and safe environment. <ul style="list-style-type: none"> <li>• Assists in making a more therapeutic and comfortable physical environment and reports any unusual instances or circumstances.</li> <li>• Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center.</li> </ul>
5%	8. Completes all mandatory training requirements and participates in continuing education workshops and/or seminars to maintain age and disability specific professional competency through observation and evaluation.
5%	9. Performs other duties as required or assigned which are within the scope of duties enumerated.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator      37015-10-79-121-20-01	Clinical Nurse Manager

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school.

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

- 2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.
- 3. Requires the ability to speak, read and write Spanish at a novice skill level.

20. CONDITIONS OF EMPLOYMENT



- 1. Requires moderate to heavy physical effort in lifting patients up to 50 pounds unassisted.
- 2. Requires ability to interact with severely mentally ill patients.
- 3. Requires the ability to utilize office equipment, including personal computers.
- 4. Requires the ability to travel.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Mental Health is seeking to hire a Mental Health Technician II for the Chicago-Read Mental Health Center located in Chicago, Illinois to perform duties associated with the direct care and treatment designed to help patients on an assigned shift. Performs patient care procedures that assist the patient achieve greater mental, physical, and social development. Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center. Communicates in Spanish to those individuals who do not read or speak English. Travels in performance of job duties.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 1/18/23			1/12/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Mental Health Technician II			29	SS	27012-10-79-121-21-29			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH		10/1/2022		
NEW/REVISED POSITION				<input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Chicago Read Mental Health Center		B South						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Chicago/Cook County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Performs duties associated with the direct care and treatment designed to help patients on an assigned shift. <ul style="list-style-type: none"> <li>Assists the implementation of treatment/habilitation programs designed by the interdisciplinary treatment team by monitoring patients social, recreational, and independent living activities.</li> <li>Collects data from one-on-one close observations in record.</li> <li>Documents personal care habits/activities and observes patient response.</li> </ul>							
20%	2. Assists patients with all activities of daily living including personal care. <ul style="list-style-type: none"> <li>Talks with, motivates and encourages patients on a one-on-one basis or in groups in order to promote their treatment.</li> <li>Escorts patients to various activities/appointments both inside and outside the facility.</li> <li>Assists in care and monitoring or patients during crisis situations to include appropriate interventions, e.g., verbal redirection, seclusion and restraints.</li> <li>Assists other units in management of aggressive patients.</li> <li>Participates in planned therapeutic activities.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	3. Performs patient care procedures that assist the patient achieve greater mental, physical, and social development. <ul style="list-style-type: none"> <li>• Performs simple nursing care tasks such as taking vital signs, simple dressing changes, collection of specimens, etc.</li> </ul>
10%	4. Attends treatment team meetings and contributes to the development and implementation of the nursing care plan. <ul style="list-style-type: none"> <li>• Discusses recipient progress, current status and responses to treatment.</li> </ul>
10%	5. Conducts groups, demonstrates, and directs patients in learning recreational and social activities. <ul style="list-style-type: none"> <li>• Assists in orientating new patients and their family/friends to unit procedures.</li> <li>• Receives visitors and monitors patient and visitor interaction.</li> </ul>
10%	6. Translates functions/procedures into Spanish for individuals who cannot speak or read English. in contacts with the general public, advocacy groups, customers and community organizations. <ul style="list-style-type: none"> <li>• Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>
5%	7. As part of the treatment team and its objective for a therapeutic milieu, reports all instances that compromise a clean and safe environment. <ul style="list-style-type: none"> <li>• Assists in making a more therapeutic and comfortable physical environment and reports any unusual instances or circumstances.</li> <li>• Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center.</li> </ul>
5%	8. Completes all mandatory training requirements and participates in continuing education work shops and/or seminars to maintain age and disability specific professional competency through observation and evaluation.
5%	9. Performs other duties as required or assigned which are within the scope of duties enumerated.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator      37015-10-79-121-20-01	Clinical Nurse Manager

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school.

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

- 2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment, or habilitation of individuals with mental illness or developmental disabilities.
- 3. Requires the ability to speak, read and write Spanish at a novice skill level.

20. CONDITIONS OF EMPLOYMENT

- 1. N/A

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Mental Health is seeking to hire a Mental Health Technician II for the Chicago-Read Mental Health Center located in Chicago, Illinois to perform duties associated with the direct care and treatment designed to help patients on an assigned shift. Performs patient care procedures that assist the patient achieve greater mental, physical, and social development. Assists in maintaining a safe and therapeutic environment at Chicago Read Mental Health Center. Communicates in Spanish to those individuals who do not read or speak English.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Jayne Bithard</i>	11/4/22	<i>Conrad B. Hum by Jayne Bithard</i> LS	10/14/22

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION					SS		27012-10-82-570-30-22		
Mental Health Technician II				29					
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION									
NEW/REVISED POSITION									
Department of Human Services			Division of Mental Health		0	016	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		7/1/2022		
NEW/REVISED POSITION					<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Madden Mental Health Center		Nursing Services							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION									
NEW/REVISED POSITION									
Hines/Cook County		RC009		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
25%	<p>1. Performs duties on an assigned shift on an assigned program unit for the care, treatment and/or habilitation of mentally ill patients of Madden Mental Health Center.</p> <ul style="list-style-type: none"> <li>Provides patients with direct and hands-on day-to-day care by assisting patients in all aspects of daily living activities, i.e. meal training, personal hygiene, laundry and maintenance of bedroom areas.</li> <li>Escorts patients to off-unit activities or appointments.</li> <li>Documents patient care.</li> <li>Deals with aggressive and inappropriate patient behavior, informing unit nurse or lead technician of problems and patient incidents.</li> <li>Implements appropriate interventions such as verbal redirections, restraints/seclusions, etc.</li> <li>Talks with, motivates and encourages patients in order to promote their treatment.</li> <li>Participates in the established treatment plan.</li> <li>Physically restrains patients as necessary to prevent injury to the patient or others.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
20%	2. Provides simple nursing care such as checking vital signs, collecting specimens, heights and weights, non-medicated foot-soaks and non-medicated dressing changes as specified by a physician or registered nurse.
20%	3. Demonstrates good interpersonal relationship skills to lower level staff by assisting with orientation and on-the-job training.
15%	4. Assists in maintaining assigned units are in a safe, clean and orderly condition. <ul style="list-style-type: none"> <li>• Monitors therapeutic environment to ensure that it is safe and secure for patients and staff.</li> <li>• Monitors unit environment for physical and equipment upkeep, reporting any repairs or replacements needed.</li> <li>• Assists housekeeping with maintaining the unit by spot mopping, light housekeeping, emptying trash and cleaning up areas following accidents.</li> <li>• Monitors and inspects that windows and doors are locked and secure to ensure unit security and prevent unauthorized absences of patients.</li> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>
10%	5. Translates functions/procedures into Spanish for individuals who cannot speak or read English, in contact with the general public, advocacy groups, customers and community organizations.
5%	6. Attends on-going educational programs, mandatory in-service programs, staff meetings and interdisciplinary treatment staffings. <ul style="list-style-type: none"> <li>• Provides input on patients' behavior, response to treatment and compliance with rules and regulations.</li> <li>• Reviews changes in policies and procedures of the facility, Department of Human Services (DHS) and the unit.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator 37015-10-82-570-30-21, 37015-10-82-570-40-21, 37015-10-82-570-50-21, 37015-10-82-570-60-21, 37015-10-82-570-70-21, 37015-10-82-570-80-21	Clinical Nurse Manager

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of high school.
2. Requires successful completion of an approved training program and six months experience in, or applicable to the care, treatment and development of individuals with mental illness or developmental disabilities.
3. Requires the ability to speak, read and write Spanish at a novice skill level.

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to physically restrain patients as necessary to prevent injury to the patient or others.
2. Requires the ability to work after business hours, weekends and holidays.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Mental Health is seeking to hire a Mental Health Technician II for the Madden Mental Health Center located in Hines, Illinois to perform duties on an assigned shift on an assigned program unit for the care, treatment and/or habilitation of mentally ill patients. Provides patients with direct care by assisting patients in all aspects of daily living activities, i.e. meal training, personal hygiene, laundry and maintenance of bedroom areas. Monitors therapeutic environment to ensure that it is safe and secure for patients and staff. Provides simple nursing care. Attends on-going educational programs. Communicates in Spanish to those individuals who do not read or speak English.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente</i> by <i>Jayne Bittard</i> 8/10/22		<i>Conrad B. Horn</i> by <i>Jayne Bittard</i>	7/3/22

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION					27013-10-73-060-10-21			
Mental Health Technician III								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION		Division of Developmental Disabilities		0	052	2	R	
Department of Human Services								
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE	
EXISTING POSITION					<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		10/1/2022	
NEW/REVISED POSITION		Residential Services – Float						
Mabley Developmental Center								
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION		RC009		N				
Dixon/Lee County								
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
25%	1. Serves as relief shift charge to lower level Mental Health Technicians for a designated living area and shift. <ul style="list-style-type: none"> <li>Provides guidance and training to assigned staff.</li> <li>Advises immediate supervisor regarding performance of staff.</li> <li>As relief shift charge, reassigns subordinate staff to meet day-to-day operational needs.</li> <li>Assigns and monitors staff to ensure staffing levels are met including enhanced supervision, visual observation, same room observation, hospital sitter service, appointments etc.</li> <li>Prepares daily reports.</li> <li>Ensures that staff performs their duties and responsibilities in compliance with Illinois Department of Public Health requirements, Department of Human Services (DHS) and facility policies and procedures.</li> </ul>							
20%	2. Provides physical support with personal care services to individuals. <ul style="list-style-type: none"> <li>Assists and encourages individuals to become more independent in daily living activities.</li> <li>Teaches and performs basic personal care tasks.</li> <li>Assists with ambulation and other basic physical techniques.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Ensures individuals are well groomed including having hair combed, nails trimmed, shaved, good oral hygiene and having clean clothing in good repair and fit.</li> <li>• Documents each individual's progress following the training program on the data recording sheet.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>
15%	3. Verifies individual's safety and protection through monitoring and supervision. <ul style="list-style-type: none"> <li>• Monitors and directs individuals during activities on the programmatic unit and throughout the center's buildings.</li> <li>• Escorts individuals on and off-center grounds.</li> <li>• In performance of job duties, works after business hours, weekends and holidays.</li> </ul>
15%	4. Serves as designated lead worker. <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Advises immediate supervisor regarding performance of staff.</li> </ul>
15%	5. Monitors and reviews the completion of staff monitoring sheets, data collection reports, progress notes etc. <ul style="list-style-type: none"> <li>• Provides guidance to subordinate staff in the daily course of duties such as the implementation of treatment programs, schedules and activities for the programmatic unit.</li> </ul>
5%	6. Directs individuals in the maintenance of a clean, safe and secure environment. <ul style="list-style-type: none"> <li>• Performs limited housekeeping functions including spot mopping, emptying trash and cleaning areas following accidents.</li> <li>• Monitors and reports breaches of security and the need for building repair or replacement of supplies and equipment.</li> </ul>
5%	7. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator                      37015-10-73-060-00-01	Director Residential Services

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Mental Health Technician 2	27012-10-73-060-10-21	Multiple
Mental Health Technician 1	27011-10-73-060-10-21	Multiple

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school.

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

2. Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and habilitation of individuals with intellectual or developmental disabilities.

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
2. Requires the ability to work after business hours, weekends and holidays.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician III for the Mabley Developmental Center located in Dixon, Illinois to serve as lead worker and relief shift charge to lower-level Mental Health Technicians for a designated living area and shift. Provides physical support with personal care services to individuals; conducts individual and group programs; verifies individual's safety through monitoring and supervision; teaches and directs individuals in the maintenance of a clean, safe and secure environment. Ensures for compliance with Illinois Department of Public Health requirements when performing duties.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

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DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
<i>Anthony Pascente by Jayne Bithard</i>		<i>Conrad B. Hum by Jayne Bithard</i>	10/12/22

11/4/22

LS

1. POSITION TITLE	WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
EXISTING POSITION								
NEW/REVISED POSITION Mental Health Technician IV		20	MC	27014-10-73-060-00-22				
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION Department of Human Services		Division of Developmental Disabilities		0	052	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input checked="" type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			11/1/2023	
NEW/REVISED POSITION Mabley Developmental Center		Residential Services						
14. WORK LOCATION		15. BARGAINING/TERM CODE	RUTAN EXEMPT					
EXISTING POSITION								
NEW/REVISED POSITION Dixon/Lee County		RC009	N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
35%	1. Functions as shift charge technician on assigned homes on an assigned shift. <ul style="list-style-type: none"> <li>Coordinates and maintains accountability for an assigned unit by assigning staff to ensure for adequate group/shift coverage.</li> <li>Assigns break/mealtimes.</li> <li>Completes documentation for staffing needs.</li> <li>Ensures the implementation of group and individual schedules.</li> <li>Receives special assignment requests from mental health technicians for individual's appointments, community trips, one-to-one staffing, special physical care of community hospital sitter services, individual UA/Crisis searches, limited duty, staff training events etc.</li> <li>Coordinates these requests with other coverage needs for the work location as determined by administrative staff.</li> <li>Utilizes sign language to communicate with individuals who are deaf and/or hard of hearing.</li> <li>In performance of job duties, works after business hours, weekends and holidays.</li> </ul>							
25%	2. Serves as a working supervisor. <ul style="list-style-type: none"> <li>Assigns and reviews work.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Provides guidance and training to assigned staff, counsels staff regarding work performance.</li> <li>• Reassigns staff to meet day-to-day operating needs.</li> <li>• Establishes annual goals and objectives.</li> <li>• Approves time off.</li> <li>• Prepares and signs performance evaluations</li> </ul>
15%	<p>3. Provides and/or monitors personal care services for individuals such as bathing, feeding, toileting, food distribution and dressing.</p> <ul style="list-style-type: none"> <li>• Teaches individuals how to care for themselves and assist in their development of daily living habits regarding cleanliness, personal hygiene, table manners, laundry etc. in accordance with Illinois Department of Public Health (IDPH) standards.</li> <li>• Ensures compliance with IDPH requirements, Department of Human Services (DHS) and facility policies and procedures.</li> <li>• Provides guidance and direction to ensure correct and consistent implementation of individual's treatment plans.</li> <li>• Directs social and recreational activities and assists in established treatment and development programs.</li> <li>• Assists in lifting individuals out of bed and wheelchairs.</li> <li>• Participates in the heavy lifting and carrying of individuals.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> </ul>
10%	<p>4. Provides and/or monitors the provision of services associated with the individual's healthcare needs in accord with each individual's treatment plan and as specified by the physician/nurse.</p> <ul style="list-style-type: none"> <li>• Ensures changes in individual health status is recorded in the individual's record and communicated to administrative and medical staff.</li> </ul>
5%	<p>5. Completes shift charge reports and forms in a timely manner.</p> <ul style="list-style-type: none"> <li>• Initiates and coordinates completion of forms/reports for special circumstances such as injury reports, restraint reports, unusual occurrence reports, etc.</li> </ul>
5%	<p>6. Ensures work environment is clean, safe, and secure in accord with IDPH requirements and facility policies and procedures.</p> <ul style="list-style-type: none"> <li>• Performs limited housekeeping functions including spot mopping, emptying trash and cleaning areas following accidents.</li> <li>• Monitors and reports breaches of security and the need for building repair or replacement of supplies and equipment.</li> <li>• In performance of job duties, works after business hours, weekends, and holidays on a rotation basis.</li> <li>• Travels in performance of job duties.</li> </ul>
5%	<p>7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</p>
<p>17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)</p>	
Public Service Administrator	37015-10-73-080-00-01
WORKING TITLE (IF ANY)	
Director of Residential Services	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Mental Health Tech III	27013-10-73-060-00-21	Multiple
Mental Health Tech III	27013-10-73-060-00-22	Multiple
Mental Health Tech II	27012-10-73-060-00-21	Multiple
Mental Health Tech II	27012-10-73-060-00-22	Multiple
Mental Health Tech I	27011-10-73-060-00-21	Multiple
Mental Health Tech I	27011-10-73-060-00-22	Multiple

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of high school.
2. Requires successful completion of an approved training program and one year experience in or applicable to the care, treatment and habilitation of individuals with intellectual disabilities.
3. Requires the ability to communicate with individuals who are deaf and/or hard of hearing using manual communication at a novice skill level.

20. CONDITIONS OF EMPLOYMENT



1. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.
  2. Requires the ability to work after business hours, weekends and holidays.
  3. Requires the ability utilize office equipment, including personal computers.
  4. Requires the ability to travel in the performance of job duties, with overnight stays as appropriate.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician IV for the Mabley Developmental Center located in Dixon, Illinois to serve as a responsible Shift Charge on assigned homes on an assigned shift. Supervises and participates in all required personal services for individuals with developmental disabilities. Participates in all scheduled /unscheduled routine, follow-up, emergency appointments within and outside of Mabley Developmental Center to enhance the quality of life for all individuals served ensuring compliance with center mandated policies and procedures. Provides direction to ensure the active treatment is provided for all individuals on a continuous basis and treatment plans are correct and consistent with each individual's habilitation/treatment plan/schedule. Utilizes manual communication to translate and communicate with individuals, staff and families who are deaf and/or hard of hearing.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 11/6/23			11/1/23

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION									
Mental Health Technician V				20	MC		27015-10-73-010-00-20		
3. AGENCY		4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AI AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION							1		
NEW/REVISED POSITION									
Department of Human Services		Division of Developmental Disabilities			0	052	2	R	
10. SECTION		11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input checked="" type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		5/1/2023		
NEW/REVISED POSITION									
Mabley Developmental Center		Activity Therapy Services							
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT					
EXISTING POSITION									
NEW/REVISED POSITION									
Dixon/Lee County		RC009		N					
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%	1. Performs at paraprofessional level in assisting the Activity Therapy Coordinator in implementing, developing and modifying therapeutic, recreational and leisure time programs with assigned individuals per their prescribed schedules and habilitation plans. <ul style="list-style-type: none"> <li>• Directs individuals in all program activities to include swimming, gardening, park picnics, Pegasus program, Special Olympics, church, bingo and other organized on-campus and off-campus activities, etc.</li> </ul>								
25%	2. Plans and prepares for activities in the community and on the living unit. <ul style="list-style-type: none"> <li>• Orders and purchases commodities, equipment and birthday gifts.</li> <li>• Transports individuals to and from activities by walking and/or pushing them in wheelchairs, or by driving state vehicles.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>• In performance of job duties lifts and carries moderate loads up to 50 pounds.</li> </ul>								
20%	3. Observes the responses to therapeutic and recreational activities of individuals receiving services and records observations through program notes, data collection and makes recommendations to modify treatment goals. <ul style="list-style-type: none"> <li>• Tracks off-campus community activities via logbook.</li> <li>• Reviews monthly activity check sheets to verify data is being collected on the evening activities.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
10%	4. Utilizes manual communication skills with individuals who are deaf and/or hard of hearing.
5%	5. Utilizes professional guidance from the Activity Therapy Coordinator. <ul style="list-style-type: none"> <li>• Orientates and trains facility volunteers and attends staff training and development sessions/programs.</li> </ul>
5%	6. Provides information and confers with other paraprofessional and professional staff in activity therapy department meetings. <ul style="list-style-type: none"> <li>• Cleans and straightens up recreation/leisure settings.</li> <li>• Maintains, cleans and stores activity therapy equipment and supplies and reports equipment problems to the appropriate supervisory staff.</li> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Mental Health Administrator I                      26811-10-73-010-00-01	

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

- Supervisor       Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to (1) two years college and successful completion of an approved training program.  
OR  
(2) Completion of high school and one-year paraprofessional experience in, or applicable to the care, treatment, and habilitation of individuals with mental illness or developmental disabilities and successful completion of an approved training program.
2. Requires the ability to communicate utilizing manual communication skills at a novice skill level.

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to physical restrain individuals as necessary to prevent injury to individual or others.
2. Requires the ability to lift and carry moderate loads up to 50 pounds.
3. Requires the ability to work after business hours, weekends, and holidays.
4. Requires the ability to utilize office equipment, including personal computers.
5. Requires the ability to travel in the performance of job duties, with overnight stays as appropriate.
6. Requires appropriate, valid driver's license.

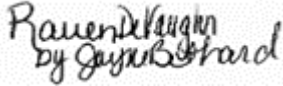

The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Developmental Disabilities is seeking to hire a Mental Health Technician V for the Mabley Developmental Center located in Dixon, Illinois to perform at paraprofessional level in assisting the Activity Therapy Coordinator in implementing, developing and modifying therapeutic, recreational and leisure time programs with assigned individuals per their prescribed schedules and habilitation plans. Plans and prepares for activities in the community and on the living units. Utilizes manual communication skills with individuals who are deaf and/or hard-of-hearing. Travels in performance of job duties.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 5/17/23			5/16/23



**POSITION DESCRIPTION**

1. POSITION TITLE Existing Position		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
New/Revised Position Registered Nurse I				29	SS	38131-10-44-400-20-09				
3. AGENCY Existing Position			4. BUREAU/DIVISION			5. EXMT CODE	6. WORK COUNTY	7. A/ AUTH.	8. AUDIT	9. OFFICE USE
New/Revised Position Department of Human Services			Office of Rehabilitation Services			4D5	016	Y	R	
10. SECTION			11. UNIT			12. TRANSACTION CODE			13. EFFECTIVE DATE	
Existing Position			MAR 03 2003						3/01/03	
New/Revised Position Illinois Center for Rehabilitation & Education - Roosevelt			Nursing - 2 <sup>nd</sup> shift			<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NO. CHANGE <input type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
14. WORK LOCATION			15. BARGAINING/TERM		EXEMPT					
Existing Position										
New/Revised Position Chicago			RC023							

**% OF TIME | 16. COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS**

Under general supervision and in concert with established nursing standards, policies and procedures, provides professional nursing services in the care and treatment of severely physically disabled children and young adult at the Illinois Center for Rehabilitation & Education - Roosevelt (ICRE-R). Provides guidance to the residential care staff in carrying out facets of individual treatment programs. Interacts with students, parents/guardians and other medical professionals on the care and treatment of ICRE-R students. Uses Spanish communication skills. 2<sup>nd</sup> shift

**SPECIFICALLY:**

40% 1. Provides professional nursing care to resident students at the Illinois Center for Rehabilitation and Education - Roosevelt (ICRE-R). Administers medication to residents, gives treatments as prescribed by physician; interprets and reports patient's physical condition, symptoms and progress.

20% 2. Assists in establishing the nursing plan to meet individual patient needs; records nursing notes, case review reports, psychiatrist staffing reports and other pertinent information in students' files. Monitors patients in independent rehabilitation nursing.

15% 3. Provides instruction to Child Care and other Center staff in the daily physical care of patients Interprets medical diagnosis of patients; interprets physical abilities and nursing care needs; instructs residential care staff in use of mechanical equipment used by patients.

10% 4. Participates in and attends clinics, psychiatric and progress review conferences, in-service training meetings and inter-service meetings. Assists in coordinating and implementing continuing health information and educational and training programs for students, residents and employees of the Center.

5% 5. Maintains close working relationships with other rehabilitation disciplines at the Center to ensure an effective rehabilitation program for individual patients. Uses Spanish communication skills to interact with students, parents/guardians, and other medical professionals on the care and treatment of ICRE-R students.

5% 6. Inventories, orders and maintains security of medications, drugs and other medical equipment and supplies.

DIRECTOR OF CMS SIGNATURE <i>Michael...</i>	IMMEDIATE SUPERVISOR SIGNATURE <i>IKF</i>	AGENCY HEAD SIGNATURE <i>Carol L. Adams</i>	DATE 2/27/03
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3/4/03.

POSTED 2-27-03

mq(1)

16. (CONTINUED)

% OF TIME

5%

7. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position).

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-44-400-00-01

Nursing Administrator

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR OR  LEAD WORKER

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded head count:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

19. SPECIALIZED KNOWLEDGE, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. In addition to English requires the ability to communicate in Spanish at a colloquial level.

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION									
NEW/REVISED POSITION							38131-10-70-210-30-23		
Registered Nurse I									
3. AGENCY			4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION									
NEW/REVISED POSITION									
Department of Human Services			Division of Developmental Disabilities		5	049	2	R	
10. SECTION			11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION					<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			8/16/2023	
NEW/REVISED POSITION									
Kiley Developmental Center			Nursing Services						
14. WORK LOCATION			15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION									
NEW/REVISED POSITION									
Waukegan/Lake County			RC023		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS								
30%	<p>1. Provides professional nursing care to individuals served on an assigned shift.</p> <ul style="list-style-type: none"> <li>Serves as Center Nurse, administering medications per work locations needs.</li> <li>Implements physician orders as written.</li> <li>Coordinates laboratory tests a prescribed by the physician.</li> <li>Monitors vital signs and physical conditions and reactions to treatments.</li> <li>Provides emergency treatment, implements emergency procedures including Cardiopulmonary Resuscitation (CPR), applying restraints and/or implementing other restrictive/intrusive procedures.</li> <li>Documents administered medications, treatments and observes/reports any side effects on the Medication Administration Record (MAR) in accordance with facility policy and procedures.</li> <li>Utilizing a personal computer, prepares and maintains medical records and histories.</li> <li>Monitors nursing notes and records.</li> <li>Sets up, operates, and monitors special equipment.</li> <li>Lifts and carries 50 pounds unassisted including lifting/transferring residents.</li> <li>Inventories, orders, and maintains security of medication, drugs and medical equipment and supplies.</li> </ul>								

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Makes rounds of homes, consulting with physicians and other professional staff regarding the individuals' treatment and care.</li> <li>• Travels in performance of job duties.</li> </ul>
25%	2. Provides work-related guidance, instructions and explanations to lower-level nursing staff and other direct support staff in the care of individuals, injury reduction, health and safety, hygiene, treatment, procedures, and the use of equipment. <ul style="list-style-type: none"> <li>• Serves on-call as assigned including after business hours, weekends, and holidays on a rotation basis.</li> </ul>
15%	3. Attends treatment team meetings to update the Interdisciplinary Team on changes in medical status, additional medical needs and completes paperwork to document medical information in accordance with policies and guidelines. <ul style="list-style-type: none"> <li>• Advises team on initial assessment and findings for newly admitted individuals.</li> <li>• Observes individuals' behavior and makes recommendations for habilitation plan.</li> <li>• Intervenes in potential crisis situations, e.g., suicide attempts, verbal, or physical aggression.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>• Provides controls to verify individual safety.</li> </ul>
15%	4. Performs quality assurance activities including. <ul style="list-style-type: none"> <li>• Conducting audits and preparing Infection Control Reports.</li> <li>• Enters medical data into computer, generates reports in areas including but not limited to, audits, infection control, medical assessments, lab results, medication orders, etc.</li> <li>• Active Treatment checklists.</li> <li>• Monthly medical summaries.</li> <li>• RN checklist for standards.</li> <li>• Conducting emergency medical drills.</li> </ul>
5%	5. Attends training to keep abreast of latest nursing techniques and concepts. <ul style="list-style-type: none"> <li>• Assists in providing in-service training to Center and community staff.</li> <li>• Provides orientation of homes to new staff and trainees.</li> </ul>
5%	6. Serves as Center-wide medical/nursing resource on the assigned shift during the absence of other professional nursing personnel. <ul style="list-style-type: none"> <li>• Serves as Center Relief RN as needed.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator 37015-10-70-260-30-21, 37015-10-70-220-30-22, 37015-10-70-240-30-21, 37015-10-70-250-30-21, 37015-10-70-310-10-21	Nursing Supervisor

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

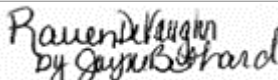

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A			
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>			
<p><u>Minimum Qualifications</u></p>			
<ol style="list-style-type: none"> <li>1. Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.</li> <li>2. Requires licensure as a Registered Nurse in the State of Illinois.</li> </ol> <p>*This class is included as an Upward Mobility Program credential title.</p>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<ol style="list-style-type: none"> <li>1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.</li> <li>2. Requires the ability to serve on an on-call basis.</li> <li>3. Requires the ability to lift up to 50 pounds unassisted.</li> <li>4. Requires the ability to utilize office equipment, including personal computers and basic computer skills.</li> <li>5. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.</li> <li>6. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.</li> <li>7. Requires the ability to travel in the performance of job duties.</li> </ol> <p>The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.</p>			
<p>21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.</p>			
<p>The Division of Developmental Disabilities is seeking to hire an independent, highly organized, and detail-oriented licensed Registered Nurse for the Kiley Developmental Center located Waukegan, Illinois. This position will be responsible for performing direct nursing care for people with Developmental and Intellectual Disabilities. The successful candidate shall demonstrate good oral and written communication skills, be a self-starter, and be able to carry out nursing assignments pursuant to the direction of medical personnel.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.</p>			
<p>DIRECTOR OF CMS SIGNATURE</p>	<p>IMMEDIATE SUPERVISOR SIGNATURE</p>	<p>AGENCY HEAD SIGNATURE</p>	<p>DATE</p>
<p><i>RauendeKugan by Jayne Ethard</i> 10/22/23</p>		<p><i>DulceQuintero by Jayne Ethard</i></p>	<p>10/13/23</p>

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						38131-10-70-210-30-23		
Registered Nurse I								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		5	049	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION						8/1/2023		
Ann M. Kiley Developmental Center						<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
NEW/REVISED POSITION								
Kiley Developmental Center		Nursing Services						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Waukegan/Lake County		RC023		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Provides professional nursing care to individuals served on an assigned shift.</p> <ul style="list-style-type: none"> <li>Serves as Center Nurse, administering medications per work locations needs.</li> <li>Implements physician orders as written.</li> <li>Coordinates laboratory tests a prescribed by the physician.</li> <li>Monitors vital signs and physical conditions and reactions to treatments.</li> <li>Provides emergency treatment, implements emergency procedures including Cardiopulmonary Resuscitation (CPR), applying restraints and/or implementing other restrictive/intrusive procedures.</li> <li>Documents administered medications, treatments and observes/reports any side effects on the Medication Administration Record (MAR) in accordance with facility policy and procedures.</li> <li>Utilizing a personal computer, prepares and maintains medical records and histories.</li> <li>Monitors nursing notes and records.</li> <li>Sets up, operates, and monitors special equipment.</li> <li>Lifts and carries 50 pounds unassisted including lifting/transferring residents.</li> <li>Inventories, orders, and maintains security of medication, drugs and medical equipment and supplies.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
	<ul style="list-style-type: none"> <li>• Makes rounds of homes, consulting with physicians and other professional staff regarding the individuals' treatment and care.</li> <li>• Travels in performance of job duties.</li> </ul>	
25%	2. Provides work-related guidance, instructions and explanations to lower-level nursing staff and other direct support staff in the care of individuals, injury reduction, health and safety, hygiene, treatment, procedures, and the use of equipment. <ul style="list-style-type: none"> <li>• Serves on-call as assigned including after business hours, weekends, and holidays on a rotation basis.</li> </ul>	
15%	3. Attends treatment team meetings to update the Interdisciplinary Team on changes in medical status, additional medical needs and completes paperwork to document medical information in accordance with policies and guidelines. <ul style="list-style-type: none"> <li>• Advises team on initial assessment and findings for newly admitted individuals.</li> <li>• Observes individuals' behavior and makes recommendations for habilitation plan.</li> <li>• Intervenes in potential crisis situations, e.g., suicide attempts, verbal, or physical aggression.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>• Provides controls to verify individual safety.</li> </ul>	
15%	4. Performs quality assurance activities including. <ul style="list-style-type: none"> <li>• Conducting audits and preparing Infection Control Reports.</li> <li>• Enters medical data into computer, generates reports in areas including but not limited to, audits, infection control, medical assessments, lab results, medication orders, etc.</li> <li>• Active Treatment checklists.</li> <li>• Monthly medical summaries.</li> <li>• RN checklist for standards.</li> <li>• Conducting emergency medical drills.</li> </ul>	
5%	5. Attends training to keep abreast of latest nursing techniques and concepts. <ul style="list-style-type: none"> <li>• Assists in providing in-service training to Center and community staff.</li> <li>• Provides orientation of homes to new staff and trainees.</li> </ul>	
5%	6. Serves as Center-wide medical/nursing resource on the assigned shift during the absence of other professional nursing personnel. <ul style="list-style-type: none"> <li>• Serves as Center Relief RN as needed.</li> </ul>	
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Public Service Administrator 37015-10-70-210-30-21, 37015-10-70-220-30-22, 37015-10-70-240-30-21, 37015-10-70-250-30-21, 37015-10-70-310-10-21		Nursing Supervisor
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		

Position Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A			
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>			
<p><u>Minimum Qualifications</u></p>			
<ol style="list-style-type: none"> <li>1. Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.</li> <li>2. Requires licensure as a Registered Nurse in the State of Illinois.</li> </ol> <p>*This class is included as an Upward Mobility Program credential title.</p>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<ol style="list-style-type: none"> <li>1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.</li> <li>2. Requires the ability to serve on an on-call basis.</li> <li>3. Requires the ability to left up to 50 pounds unassisted.</li> <li>4. Requires the ability to utilize office equipment, including personal computers and basic computer skills.</li> <li>5. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.</li> <li>6. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.</li> <li>7. Requires the ability to travel in the performance of job duties.</li> </ol> <p>The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.</p>			
<p>21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.</p>			
<p>The Division of Developmental Disabilities is seeking to hire an independent, highly organized, and detail-oriented licensed Registered Nurse for the Kiley Developmental Center located Waukegan, Illinois. This position will be responsible for performing direct nursing care for people with Developmental and Intellectual Disabilities. The successful candidate shall demonstrate good oral and written communication skills, be a self-starter, and be able to carry out nursing assignments pursuant to the direction of medical personnel.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.</p>			
DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 8/17/23			8/14/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE		2. POSITION NUMBER		
EXISTING POSITION								
NEW/REVISED POSITION						38131-10-70-210-30-23		
Registered Nurse I								
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Developmental Disabilities		5	049	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE		13. EFFECTIVE DATE		
EXISTING POSITION						3/1/2023		
NEW/REVISED POSITION								
Ann M. Kiley Developmental Center		Nursing Services				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY		
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT		<input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		
EXISTING POSITION								
NEW/REVISED POSITION								
Waukegan/Lake County		RC023		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	<p>1. Provides professional nursing care to individuals served on an assigned shift.</p> <ul style="list-style-type: none"> <li>Serves as Center Nurse, administering medications per work locations needs.</li> <li>Implements physician orders as written.</li> <li>Coordinates laboratory tests a prescribed by the physician.</li> <li>Monitors vital signs and physical conditions and reactions to treatments.</li> <li>Provides emergency treatment, implements emergency procedures including Cardiopulmonary Resuscitation (CPR), applying restraints and/or implementing other restrictive/intrusive procedures.</li> <li>Documents administered medications, treatments and observes/reports any side effects on the Medication Administration Record (MAR) in accordance with facility policy and procedures.</li> <li>Utilizing a personal computer, prepares and maintains medical records and histories.</li> <li>Monitors nursing notes and records.</li> <li>Sets up, operates, and monitors special equipment.</li> <li>Lifts and carries 50 pounds unassisted including lifting/transferring residents.</li> <li>Inventories, orders, and maintains security of medication, drugs and medical equipment and supplies.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Makes rounds of homes, consulting with physicians and other professional staff regarding the individuals' treatment and care.</li> <li>• Travels in performance of job duties.</li> </ul>
25%	2. Provides work-related guidance, instructions and explanations to lower-level nursing staff and other direct support staff in the care of individuals, injury reduction, health and safety, hygiene, treatment, procedures, and the use of equipment. <ul style="list-style-type: none"> <li>• Serves on-call as assigned including after business hours, weekends, and holidays on a rotation basis.</li> </ul>
15%	3. Attends treatment team meetings to update the Interdisciplinary Team on changes in medical status, additional medical needs and completes paperwork to document medical information in accordance with policies and guidelines. <ul style="list-style-type: none"> <li>• Advises team on initial assessment and findings for newly admitted individuals.</li> <li>• Observes individuals' behavior and makes recommendations for habilitation plan.</li> <li>• Intervenes in potential crisis situations, e.g., suicide attempts, verbal, or physical aggression.</li> <li>• Physically restrains individuals as necessary to prevent injury to individual or others.</li> <li>• Provides controls to verify individual safety.</li> </ul>
15%	4. Performs quality assurance activities including. <ul style="list-style-type: none"> <li>• Conducting audits and preparing Infection Control Reports.</li> <li>• Enters medical data into computer, generates reports in areas including but not limited to, audits, infection control, medical assessments, lab results, medication orders, etc.</li> <li>• Active Treatment checklists.</li> <li>• Monthly medical summaries.</li> <li>• RN checklist for standards.</li> <li>• Conducting emergency medical drills.</li> </ul>
5%	5. Attends training to keep abreast of latest nursing techniques and concepts. <ul style="list-style-type: none"> <li>• Assists in providing in-service training to Center and community staff.</li> <li>• Provides orientation of homes to new staff and trainees.</li> </ul>
5%	6. Serves as Center-wide medical/nursing resource on the assigned shift during the absence of other professional nursing personnel. <ul style="list-style-type: none"> <li>• Serves as Center Relief RN as needed.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

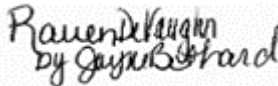

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

	WORKING TITLE (IF ANY)
Public Service Administrator 37015-10-70-210-30-21, 37015-10-70-220-30-22, 37015-10-70-240-30-21, 37015-10-70-250-30-21, 37015-10-70-310-10-21	Nursing Supervisor


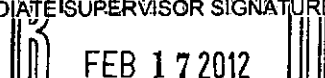
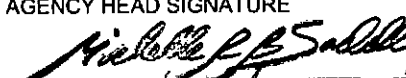
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies	
N/A			
<p>19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.</p>			
<p><u>Minimum Qualifications</u></p>			
<ol style="list-style-type: none"> <li>1. Requires graduation from an approved nursing education program resulting in an associate or diploma degree in nursing or a bachelor's degree in nursing.</li> <li>2. Requires licensure as a Registered Nurse in the State of Illinois.</li> </ol> <p>*This class is included as an Upward Mobility Program credential title.</p>			
<p>20. CONDITIONS OF EMPLOYMENT</p>			
<ol style="list-style-type: none"> <li>1. Requires the ability to work after business hours, weekends and holidays on a rotation basis.</li> <li>2. Requires the ability to serve on an on-call basis.</li> <li>3. Requires the ability to lift up to 50 pounds unassisted.</li> <li>4. Requires the ability to utilize office equipment, including personal computers and basic computer skills.</li> <li>5. Requires ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.</li> <li>6. Requires the ability to physically restrain individuals as necessary to prevent injury to individual or others.</li> <li>7. Requires the ability to travel.</li> </ol>			
<p>21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is <u>NOT</u> intended to be all-encompassing or to address all responsibilities of the position.</p>			
<p>The Division of Developmental Disabilities is seeking to hire an independent, highly organized, and detail-oriented licensed Registered Nurse for the Ann M. Kiley Developmental Center located Waukegan, Illinois. This position will be responsible for performing direct nursing care for people with Developmental and Intellectual Disabilities. The successful candidate shall demonstrate good oral and written communication skills, be a self-starter, and be able to carry out nursing assignments pursuant to the direction of medical personnel.</p>			
<p>22. ABOUT THE AGENCY/BUREAU/PROGRAM</p>			
<p>The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.</p>			
DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 3/9/23			3/9/23

LS

1. POSITION TITLE		WORKING TITLE (IF ANY)		BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER				
Existing Position				—	—	38132-10-43-240-30-01				
New/Revised Position				20	MC	38132-10-43-240-30-20				
Registered Nurse II										
3. AGENCY			4. BUREAU/ DIVISION			5. EXMT CODE	6. WORK COUNTY	7. AM AUTH	8. AUDIT	9. OFFICE USE
Existing Position										
New/Revised Position			Division of Rehabilitation Services			4D5	069	N	R	
Department of Human Services										
10. SECTION			11. UNIT			12. TRANSACTION CODE		13. EFFECTIVE DATE		
Existing Position								2/01/12		
New/Revised Position			Student Life – Nursing/3 <sup>rd</sup> Shift							
Illinois School for the Deaf										
14. WORK LOCATION			15. BARGAINING/TERM CODE		Rutan Exempt	<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MC022 EXEMPT CODE CHANGE <input checked="" type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input checked="" type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION				
Existing Position										
New/Revised Position			RC023		N					
Jacksonville										
16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS										
% OF TIME	<p>Under general supervision of the Nursing Supervisor, serves as a charge nurse to a shift of lower level nurses; directs personnel in the delivery of care and treatment consistent with individual treatment plans for resident students at the Illinois School for the Deaf (ISD). Utilize sign language for communication with students, staff, parents and the general public in the course of daily activities.</p> <p><b>SPECIFICALLY:</b></p> <p>30% 1. Serves as a lead worker over lower level direct care staff on an assigned shift; assigns and reviews work; provides input into performance evaluations; approves time off in the absence of the supervisor; reassigns personnel to meet day-to-day operational needs; determines need for and makes overtime assignments including call backs; assigns staff to accompany recipients to off-site medical examinations.</p> <p>25% 2. Provides professional nursing care to deaf students in residence, such as medical treatments, preparing and administering medications, monitoring medication effectiveness and side effects, conducting patient assessments and implementing nursing interventions. Communicates with the physicians and psychiatrists regarding emergency and non-emergency psychiatric and medical issues, diagnoses, problems and progress. Communicates with parents/guardians regarding injuries and illnesses of their children.</p> <p>15% 3. Assists in planning the nursing plan to meet individual patient needs; supervises student in independent rehabilitation nursing; evaluates the effectiveness of the nursing plan in conjunction with the overall treatment plan and makes changes as indicated. Records nursing notes, case review reports, physician orders, reports and other pertinent information in students' files.</p> <p>10% 4. Directs lower level direct care staff in the implementation of the therapeutic milieu; observes, evaluates and records the effectiveness of the various treatment options. Interprets and facilitates the implementation of ISD policies and procedures by lower level staff; instructs and explains the purpose, procedures and proper methods of carrying out assigned duties.</p> <p>10% 5. Provides medical instruction in self-management regarding both medications and therapeutic instructions. Instructs and counsels students in the use/abuse of medications and the possible side effects and consequences of failure to follow prescribed medical orders.</p>									
DIRECTOR OF CMS SIGNATURE			IMMEDIATE SUPERVISOR SIGNATURE			AGENCY HEAD SIGNATURE			DATE	
 28 Julie Bernard 3-1-12			 FEB 17 2012 By _____			 27 Nicholas P. Saddy 2-10-12			2-10-12	

16. (CONTINUED)

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)
5%	6. Provides guidance and assistance to residential care workers in carrying out facets of individual treatment programs. Provides instruction on use of mechanical equipment used by students.
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

Public Service Administrator 37015-10-43-240-00-20	WORKING TITLE (IF ANY) Nursing Supervisor
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18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

SUPERVISOR    OR     LEAD WORKER

**NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted.**

If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount:

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Registered Nurse I	38131-10-43-240-31-01	1
Registered Nurse I	38131-10-43-240-32-20	1

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. **NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.**

Requires graduation from an approved nursing education program resulting in associate or diploma degree in nursing and two years of progressively responsible professional nursing experience, or a bachelor's degree in nursing and one year of professional nursing experience, or a master's degree in nursing. Requires licensure as a Registered Nurse in the State of Illinois. Requires ability to communicate effectively in sign language.

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Security Therapy Aide I			29	SS	39901-10-81-210-31-89			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	045	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			6/1/2023	
NEW/REVISED POSITION								
Elgin Mental Health Services		Forensic Treatment Program						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Elgin/Kane County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
30%	1. Performs routine tasks in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting. <ul style="list-style-type: none"> <li>Oversees, monitors, and observes patient activities and behaviors.</li> <li>Initiates therapeutic interactions with patients.</li> <li>Instructs guides and monitors patients in daily living habits, self-care, hygiene, dressing, and grooming.</li> <li>Directs and monitors patients in general housekeeping and laundry activities.</li> <li>Provides basic psycho-social programming as directed by the treatment team.</li> <li>Models and guides patients in learning socially acceptable behaviors.</li> <li>Provides simple nursing care such as taking vital signs, weigh-ins, foot soaks, etc. as specified by physician.</li> <li>Monitors patient intake and output.</li> </ul>							
30%	2. Monitors and oversees patient movement in daily activities, during meals, recreational activities, and off unit programs. <ul style="list-style-type: none"> <li>Using aggression management techniques, physically restrains patients and identifies and de-escalates aggressively related patient behavior.</li> <li>Escorts patient off grounds for trips to court, medical appointments, etc.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• Participates in patient management interventions that may include participating in restraint interventions that require the physical hold of a patient or managing the milieu during a crisis event.</li> <li>• Performs Cardiopulmonary Resuscitation (CPR).</li> <li>• Lifts up to 50 pounds, walks, stoops and bends in performance of job duties.</li> </ul>
10%	3. Performs routine face checks of patients. <ul style="list-style-type: none"> <li>• Completes routine security checks of the interior of unit to ensure integrity of locks, screens, windows, vision panels, etc.</li> <li>• Conducts random searches of patient rooms and units to ensure that living environment is kept safe and secure from contraband materials and items posing safety risks.</li> </ul>
10%	4. Serves as a member of the patient treatment team. <ul style="list-style-type: none"> <li>• Attends treatment planning meetings, reports and documents patient behavior and provides input in the development and implementation of treatment programs with team members.</li> </ul>
10%	5. Translates functions/procedures orally and in writing into Spanish for individuals who cannot speak or read English, in contacts with the general public, advocacy groups, patients and/or patient families and community organizations. <ul style="list-style-type: none"> <li>• Communicates in Spanish to those individuals who do not read or speak English.</li> </ul>
5%	6. Attends and provides input into shift meetings and staff training. <ul style="list-style-type: none"> <li>• Assists with orientation to new Security Therapy Aides on the unit.</li> <li>• Attends and completes required and recommended training.</li> </ul>
5%	7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting, and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-81-210-10-88, 37015-10-81-210-20-88, 37015-10-81-210-30-88, 37015-10-81-210-40-88, 37015-10-81-210-50-88, 37015-10-81-210-60-88, 37015-10-81-210-70-88, 37015-10-81-210-80-88 & 37015-10-81-210-90-88

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill, and mental development equivalent to completion of high school.

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

2. Requires successful completion of an approved Security Therapy Aide Training Program or equivalent experience.
3. Requires the ability to speak, read and write Spanish at a colloquial skill level.

**20. CONDITIONS OF EMPLOYMENT**

1. Requires the ability to walk and stand for a significant period of time, including stooping, bending and lifting.
2. Requires the ability to lift up to 50 pounds.
3. Requires the ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.
4. Requires the ability to physically restrain patients as necessary to prevent injury to patient or others.
5. Requires the ability to travel in the performance of job duties.
6. Requires the ability to work after business hours, weekends and holidays.



The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Mental Health is seeking to hire a Security Therapy Aide I for the Elgin Mental Health Center located in Elgin, Illinois to perform routine tasks in dispensing therapeutic custodial care to individuals with mental illness in a forensic residential setting. Oversees, monitors, and observes patient activities and behaviors. Monitors and oversees patient movement in daily activities. Completes routine security checks and serves as a member of the patient treatment team. Attends and provides input into shift meetings and staff training. Communicates in Spanish to those individuals who do not read or speak English.

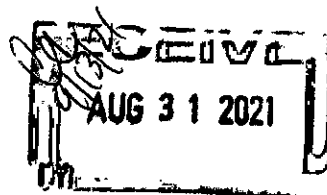
**22. ABOUT THE AGENCY/BUREAU/PROGRAM**

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 Raylene Kavanagh by Gayle B. Howard 6/2/23		 Gayle B. Howard	5/31/23

LS

<b>1. POSITION TITLE</b>		<b>WORKING TITLE (IF ANY)</b>	<b>BILINGUAL CODE</b>	<b>POSITION TITLE OPTION CODE</b>	<b>2. POSITION NUMBER</b>			
EXISTING POSITION								
NEW/REVISED POSITION								
Security Therapy Aide 2					39902-10-81-210-31-88			
<b>3. AGENCY</b>		<b>4. BUREAU/DIVISION</b>		<b>5. EXMT CODE</b>	<b>6. WORK COUNTY</b>	<b>7. A/I AUTH</b>	<b>8. AUDIT</b>	<b>9. OFFICE USE</b>
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	045	2	R	
<b>10. SECTION</b>		<b>11. UNIT</b>		<b>12. TRANSACTION CODE</b>		<b>13. EFFECTIVE DATE</b>		
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION		09/01/2021		
NEW/REVISED POSITION								
Elgin Mental Health Center		Forensic Treatment Program						
<b>14. WORK LOCATION</b>		<b>15. BARGAINING/TERM CODE</b>		<b>RUTAN EXEMPT</b>				
EXISTING POSITION								
NEW/REVISED POSITION								
Elgin/Kane County		RC009		N				
<b>% OF TIME</b>	<b>16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS</b>							
30%	1. Serves as designated lead worker. <ul style="list-style-type: none"> <li>• Assigns and reviews work.</li> <li>• Provides guidance and training to assigned staff.</li> <li>• Advises immediate supervisor regarding performance of staff.</li> </ul>							
20%	2. On an assigned shift oversees staff providing therapeutic care to patients in a secure residential care housing facility forensic unit. <ul style="list-style-type: none"> <li>• Coordinates the movements, conduct, activities, and basic care of patients under jurisdiction.</li> <li>• As a member of a team, participates in overall patient care and treatment.</li> <li>• Maintains the safety and security of the facility, work area, patients, and staff.</li> <li>• Continually observes patient behavior.</li> <li>• Identifies the need for both security and therapeutic intervention.</li> <li>• Takes necessary corrective actions to prevent and/or halt adverse patient behavior including but not limited to physical restraint of violent patients.</li> <li>• Attends treatment planning meetings to share information concerning security considerations, patient behaviors and responses to treatment.</li> </ul>							



% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS
	<ul style="list-style-type: none"> <li>• With the assistance of professional treatment team members, provides general guidance and sub professional counseling to patients directed at helping the patient to learn appropriate, socially acceptable responses and behavior.</li> <li>• Assists in, observes, and follows specific treatment programs developed by the treatment team for the individual patient's problems and treatment.</li> <li>• Assists medical staff in dispensing medications or other forms of medical treatment.</li> <li>• Provides sub professional counseling to patients.</li> <li>• Participates in patient management interventions that may include participating in restraint interventions that require the physical hold of a patient or managing the milieu during a crisis event.</li> <li>• Performs Cardiopulmonary Resuscitation (CPR).</li> <li>• Lifts up to 50 pounds, walks, stoops and bends in performance of job duties.</li> </ul>
15%	3. Conducts formal, classroom training for trainees and other new facility staff. <ul style="list-style-type: none"> <li>• Evaluates pass/failure of people in class.</li> </ul>
10%	4. Arbitrates disputes or differences between patients. <ul style="list-style-type: none"> <li>• Makes recommendations for changes in procedures to prevent further occurrences.</li> <li>• Monitors staff actions to ensure approved changes are implemented.</li> </ul>
10%	5. Provides security during distribution of prescribed medications. <ul style="list-style-type: none"> <li>• Assists medical staff in dispensing oral medications.</li> </ul>
5%	6. Prepares and records routine reports, logs and charts concerning patient behavior modification plans, process, and response to treatment of medication.
5%	7. Updates roster of patients for specific areas. <ul style="list-style-type: none"> <li>• Takes periodic patient counts, and verifies that counts are accurate, and location of all assigned patients are noted.</li> </ul>
5%	8. Performs other duties as assigned or required which are reasonably within the scope of duties enumerated above.

17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)

WORKING TITLE (IF ANY)

Public Service Administrator 37015-10-81-210-10-88, 37015-10-81-210-20-88, 37015-10-81-210-30-88, 37015-10-81-210-40-88, 37015-10-81-210-50-88, 37015-10-81-210-60-88, 37015-10-81-210-70-88, 37015-10-81-210-80-88 & 37015-10-81-210-90-88

18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:

Supervisor     Lead Worker

NOTE: Supervisory or lead worker responsibilities must be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.

Position Title	Position Number	No. of Incumbents or Funded Vacancies
Security Therapy Aide 1	39901-10-81-210-31-88	Multiple
Security Therapy Aide Tr	39905-10-81-410-41-88	Multiple

19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to completion of high school.
2. Requires two years' experience as a Security Therapy Aide, including successful completion of an approved Security Therapy Aide Training Program or equivalent experience.

Knowledge, Skills, and Abilities

1. N/A

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to walk and stand for a significant period of time, including stooping, bending and lifting.
2. Requires the ability to lift up to 50 pounds.
3. Requires the ability to acquire and maintain CPR certificate.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

Under general supervision, serves as designated lead worker; on an assigned shift oversees staff providing therapeutic care to patients in a secure residential care housing facility forensic unit. Coordinates the movements, conduct, activities, and basic care of patients under jurisdiction. Provides sub professional counseling to patients; prepares and records routine reports, logs and charts concerning patient behavior modification plans, process, and response to treatment of medication.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 39		 19	8/31/21

1. POSITION TITLE		WORKING TITLE (IF ANY)	BILINGUAL CODE	POSITION TITLE OPTION CODE	2. POSITION NUMBER			
EXISTING POSITION								
NEW/REVISED POSITION								
Security Therapy Aide Trainee			29	SS	39905-10-81-410-41-89			
3. AGENCY		4. BUREAU/DIVISION		5. EXMT CODE	6. WORK COUNTY	7. A/I AUTH	8. AUDIT	9. OFFICE USE
EXISTING POSITION								
NEW/REVISED POSITION								
Department of Human Services		Division of Mental Health		0	045	2	R	
10. SECTION		11. UNIT		12. TRANSACTION CODE			13. EFFECTIVE DATE	
EXISTING POSITION				<input type="checkbox"/> MA021 ESTABLISH <input type="checkbox"/> MA022 EXEMPT CODE CHANGE <input type="checkbox"/> MC024 POSITION NUMBER CHANGE <input checked="" type="checkbox"/> MC026 CLARIFY <input type="checkbox"/> MC027 ADDITIONAL IDENTICAL CHANGE <input type="checkbox"/> MC028 WORK COUNTY CHANGE <input type="checkbox"/> MD021 ABOLISH <input type="checkbox"/> MC149 DOWNWARD REALLOCATION <input type="checkbox"/> MC150 LATERAL REALLOCATION <input type="checkbox"/> MC158 UPWARD REALLOCATION			6/1/2023	
NEW/REVISED POSITION								
Elgin Mental Health Services		Forensic Treatment Program						
14. WORK LOCATION		15. BARGAINING/TERM CODE		RUTAN EXEMPT				
EXISTING POSITION								
NEW/REVISED POSITION								
Elgin/Kane County		RC009		N				
% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS							
20%	1. For a period of six to twelve months, receives training and on-the-job experience in providing therapeutic custodial care to adults in a secure residential care forensic unit. <ul style="list-style-type: none"> <li>Receives classroom instruction in abnormal behavior, patient care, rehabilitation, and security.</li> </ul>							
20%	2. Receives on-the-job training in implementing interpersonal relationships and developing a counseling role with selected patients. <ul style="list-style-type: none"> <li>Writes reports for supervisory review regarding changes in patients' behavior or incidents that occur on assigned unit.</li> </ul>							
20%	3. Assists higher level staff in overall patient care on various units within the facility. <ul style="list-style-type: none"> <li>Observes and communicates patients in accordance with established treatment plans.</li> <li>Participates in patient management interventions that may include participating in restraint interventions that require the physical hold of a patient or managing the milieu during a crisis event.</li> <li>Performs Cardiopulmonary Resuscitation (CPR).</li> <li>Lifts up to 50 pounds, walks, stoops and bends in performance of job duties.</li> <li>Translates and interprets functions/procedures into Spanish for patients and/or their families on a facility-wide basis.</li> </ul>							

% OF TIME	16. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS	
10%	4. Receives training regarding methods used to escort patients to meals, recreation areas, group or patient therapy locations, consultations with professional habilitation personnel, hearings or on inter-institutional transfers and assists higher level unit staff.	
10%	5. Receives training on methods used to observe and intervene in patient behavior using aggression management techniques and assists higher level staff to physically restrain patients with behavior problems. <ul style="list-style-type: none"> <li>• Physically restrains patients as necessary to prevent injury to the patient or others.</li> </ul>	
5%	6. Receives training and with guidance, administers simple oral medications.	
5%	7. Assists in making periodic counts of patients. <ul style="list-style-type: none"> <li>• Assumes responsibility for protection of the patient's safety.</li> </ul>	
5%	8. Escorts patients to court appearances, medical appointments, and other needs outside of the facility. <ul style="list-style-type: none"> <li>• In performance of job duties works after business hours, weekends and holidays.</li> </ul>	
5%	9. Performs other duties as assigned or required which are reasonably within the scope of the duties enumerated above.	
17. POSITION TITLE AND NUMBER IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
		WORKING TITLE (IF ANY)
Public Service Administrator	37015-10-81-440-10-88	Associate Director of Nursing
18. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> Supervisor <input type="checkbox"/> Lead Worker		
NOTE: Supervisory or lead worker responsibilities <u>must</u> be described in a detailed duty statement(s) with a time percentage(s) allotted. If a box was checked above, list position title, position number, and number of subordinate incumbents or authorized funded headcount.		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
N/A		
19. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION. NOTE: SINCE THERE ARE NOW SEVERAL OPTIONS OF SKILLS AND ABILITIES AND LICENSURE OR CERTIFICATION IDENTIFIED ON STANDARDS, THE PHRASE "SAME AS SPECIFICATION" CAN NO LONGER BE USED.		
<u>Minimum Qualifications</u> <ol style="list-style-type: none"> <li>1. Requires knowledge, skill, and mental development equivalent to completion of high school.</li> <li>2. Requires the ability to speak, read and write Spanish at a colloquial skill level.</li> </ol>		

20. CONDITIONS OF EMPLOYMENT

1. Requires the ability to physically restrain patients as necessary to prevent injury to the patient or others.
2. Requires the ability to walk and stand for a significant period of time, including stooping, bending and lifting.
3. Requires the ability to lift up to 50 pounds.
4. Requires the ability to acquire and maintain Cardiopulmonary Resuscitation (CPR) certificate.
5. Requires the ability to work after business hours, weekends, and holidays.
6. Requires the ability to travel in the performance of job duties.



The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

21. POSITION POSTING/MARKETING STATEMENT: Information in this statement is NOT intended to be all-encompassing or to address all responsibilities of the position.

The Division of Mental Health is seeking to hire a Security Therapy Aide Trainee for the Elgin Mental Health Center located in Elgin, Illinois to receive training and on-the-job experience in providing therapeutic custodial care to adults in a secure residential care forensic unit for a period of six to twelve months. Receives on-the-job training in implementing interpersonal relationships. Assists higher level staff in overall patient care. Receives training regarding methods used to escort patients. Escorts patients to court appearances, medical appointments, and other needs outside of the facility. Receives training on methods used to observe and intervene in patient behavior. Assists in making periodic counts of patients. Communicates in Spanish to those individuals who do not read or speak English.

22. ABOUT THE AGENCY/BUREAU/PROGRAM

The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

DIRECTOR OF CMS SIGNATURE	IMMEDIATE SUPERVISOR SIGNATURE	AGENCY HEAD SIGNATURE	DATE
 6/2/23			6/1/23

LS