

HEALTHCARE & FAMILY SERVICES

An Equal Opportunity Employer

CAREER OPPORTUNITY VACANCY FORM

TO BE COMPLETED BY
DIVISION OF PERSONNEL AND
ADMINISTRATIVE SERVICES

Posting Approval Yes No

Vacancy Posting # CS1663

Recall List Yes No

Date Posted 06-20-07

Bidding Closes 07-03-07

Approved By _____

Handwritten: Group A

Handwritten: CLM

Healthcare and Family Services is inviting applications for the following position:

Position Title: Public Aid Family Support Specialist I (Spanish Speaking) BPIS#13494

Bargaining Unit: RC - 062

Number of Positions:
(If Multiple Posting) One (1)

Salary Range: 3367-4940

Work Shift: 8:30 a.m. - 5:00 p.m.

Position Location (Office Name & Address):
Division of Child Support Enforcement
CSE - Cook County Judicial Operations (54)
Region 2 Team C
32 W. Randolph
Chicago, IL 60601 (Cook County)

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to

Position Description:

Interviews applicants and/or reviews Uniform Interstate Family Support Act petitions from other IV-D agencies for public assistance and non-assistance custodial parents to establish, modify, and enforce financial and medical support obligations of non-custodial parents; initiates legal pleadings for transmittal to the Attorney General or other legal representatives and/or initiates administrative orders for filing/establishing a support or paternity action; interviews absent parents; serves as liaison to the Attorney General, other legal representatives, employers, and community; reviews and reconciles child support case records, including financial information; translates information into and conducts interviews in Spanish; travels.

Education, Training and Experience:

Requires knowledge, skill, and mental development equivalent to completion of four years of college with course work in one of the behavioral sciences; requires two years of professional experience in casework or related areas. Requires the ability to speak and write Spanish at a colloquial skill level. Requires the ability to travel.

WHERE TO APPLY: Employees interested in bidding for this position must complete a CMS 100 and an HFS 1834 Bid Form and submit to the address below before the end of the posting period shown above:

<u>Margi Bonczyk, Manager</u>	<u>509 S. 6th St. Springfield, IL 62701 Fax-217/557-1676</u>	<u>217/557-3900</u>
Name of Administrator or Supervisor	Work Address	Work Telephone