

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

SOCIAL SERVICES CAREER TRAINEE

POSITION CODE: 41320

Effective: 4-1-24

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, participates in an agency sponsored training program of varying duration, based upon the targeted title, receiving work assignments designed to develop knowledge, understanding and practical skills consonant with the various professional social services disciplines within a state agency; receives controlled assignments in a broad range of departmental activities of an assignment in a specific phase of an agency's operation, involving the completion of practical work tasks of increasing difficulty and responsibility; applies energy and interest appropriate to that required by the incumbent to retain the knowledges and concepts given.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Actively participates in an orientation, in-service and on-the-job training program, designed to give cross section familiarity and intimate knowledge of program and service philosophies and the operating objectives of the agency, as well as working knowledge of a broad spectrum of professional career disciplines.
2. Accepts and completes assignments of increasing difficulty for the purpose of gaining experience and developing working skills; consults with supervisory personnel on working problems and makes recommendations for needed improvements.
3. Pursues to successful completion assigned projects, and builds and refines knowledges of the tools and techniques utilized in the assigned areas of operation, along with the appropriate methods and procedures of application.
4. Attends and participates in staff meetings, conferences, workshops, institutions, and other activities which will provide meaningful learning experiences.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SOCIAL SERVICES CAREER TRAINEE (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to completion of four years of college, preferably with courses in social science or a related field of the social sciences.

Knowledges, Skills and Abilities

Requires ability to prepare comprehensive written or oral reports.

Requires ability to understand and follow oral and written instructions.

Requires ability to profit from training received in the designated area of state government.

Requires ability to establish and maintain harmonious working relationships with other employees and agency representatives.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.