



## ABOUT US

At SOS Children's Villages Illinois, we build Villages that unite brothers and sisters in foster care, surround them with a community of hope, and help them grow into caring and productive adults.

For almost 30 years, SOS Children's Villages Illinois has provided the highest quality of care for Illinois' most vulnerable children and families. We are an independent 501(c) 3 organization. Since our beginning, we have carried on the successful track record of SOS Children's Villages International in transforming children with a broken childhood into caring, productive, self-reliant adults. In addition, we have pioneered a number of successful programs such as providing the children in our care continued support as they enter young adulthood.

Learn more about us and our model at [sosillinois.org](http://sosillinois.org)

### **POSITIONS LISTED BELOW:**

- A. Child Welfare Specialist
- B. Clinical Therapist
- C. Part-time Relief Parent
- D. Director of Programs and Services- Roosevelt Square Village
- E. Bilingual Child Welfare Specialist- Lockport Village
- F. Bilingual Family Support Specialist- Casa Tepeyac

### **A. CHILD WELFARE SPECIALIST**

The Child Welfare Specialist provides services to SOS Illinois children and their families in order to achieve the particular case goal as outlined and explained in the client service plan. They report to the Child Welfare Supervisor and are located at one of our villages in Lockport, Roosevelt Square, or Chicago Village.

### **REQUIREMENTS:**

- A bachelor's degree in social work, psychology or related field.
- Proficient speaking, reading and writing skills. Bi-lingual English/Spanish preferred.
- One year Child Welfare Experience.
- DCFS Child Welfare Employee Licensure required.
- Ability to work with DCFS, courts and other social service systems.
- Ability to pass DCFS required criminal background check including CANTS/SACWIS and SORS.
- Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.
- Ability to travel between both Villages and surrounding communities.
- Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
- Ability to relate to the Agency staff and to the public in a courteous and professional manner.

- Ability to work in a team environment.
- Strong communication and organizational skills.
- Ability to exercise discretion and independent judgment.
- Ability to handle sensitive and confidential materials.
- Reliable, punctual, and able to manage multiple tasks.
- Ability to work flexible hours.
- Ability to work in an alcohol, tobacco and drug-free environment.
- Commitment to SOS Illinois Children’s Villages Illinois philosophy and mission.

**LANGUAGE SKILLS:**

- Ability to read, write and speak English proficiently.
- Ability to read, write and speak Spanish is helpful.
- Benefits:
  - Paid room and board
  - Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
  - Accrued Paid Time Off
  - Ability to contribute to a 403(B) Retirement Savings Plan
  - May qualify for federal loan forgiveness

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**B. CLINICAL THERAPIST**

The Clinical Therapist is responsible for providing professional clinical services including assessments, interventions, consultations, crisis intervention and psycho-social-educational therapeutic services to children, youth, families and caregivers served by SOS Children’s Villages Illinois (SOS Illinois).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Complete Mental Health Assessments (MHA) and Individual Treatment Plans (ITP) for all assigned clients and make appropriate service recommendations to case management staff and to the Director of Clinical Services.
- Provide individual, family and group therapy to assigned clients in order to achieve the goals outlined in the client service plan and ITP.
- Prepare quarterly progress reports for clients as well as information for service plans and Court reports as required by DCFS and SOS Illinois.
- Assist staff and caregivers to appropriately respond to and resolve crisis issues as they arise. Includes on call responsibilities.
- Maintain complete, accurate, and confidential clinical progress notes, treatment plans and files as required by SOS Illinois and in compliance with Medicaid Part 132 for all assigned clients and families.
- Input Medicaid information into required database and participate in all aspects of Medicaid submission, file audits and training when necessary.

- Provide consultation to foster and biological parents and case managers to ensure adequate understanding of the therapeutic needs of the child and appropriate interventions and behavior management techniques.
- Participate in quarterly Child and Family Team Meetings (CFTM) and other client related staffings to provide prepared input regarding the client's clinical progress and service needs.
- Collaborate with caregivers, SOS Illinois case managers, DCFS, school personnel, court personnel, psychologists, psychiatrists and medical physicians.
- Participate in professional clinical supervision, at a minimum of once monthly for licensed clinicians and once weekly for unlicensed clinicians.
- Provide clinical and professional supervision and monitoring (leadership) as assigned by the Director of Clinical Services to unlicensed clinical staff and interns.
- May include completion of student evaluations and/or other documentation.
- Attend required staff meetings, agency meetings, supervision and other meetings/events as requested.
- Participate in ongoing professional development workshops and seminars as required by the organization and other governing bodies.
- Maintain regular contact with the Director of Clinical Services regarding programmatic issues and service documentation as assigned.
- Prepare and submit reports and other documentation as required by the Director of Clinical Services.
- Develop workshops (or groups) and presentations to address the needs of SOS Illinois clients, substitute caregivers and the community.
- Comply with all SOS Illinois policies, state, federal, county and city laws, rules and regulations.
- Perform other duties as assigned.

#### QUALIFICATIONS:

- A Masters of Social Work from an accredited program, or relevant Masters Degree, and a minimum of two years' experience in clinical services, preferably with children and youth.
- LCSW or LCPC preferred
- Valid Illinois driver's license with an acceptable driving record, and insured and reliable transportation.
- Ability to pass the required DCFS criminal background check, including child abuse and sexual offender registries.
- Ability to work with DCFS, courts, and other social service systems.
- Excellent written and oral communication and presentation skills.
- Strong organization and coordination skills.
- Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
- Ability to relate to the clients and staff and to the public in a courteous and professional manner.
- Ability and willingness to travel to all agency sites as well as various community locations (may include home visits and travel to other parts of the state).
- Reliable, punctual, and able to manage multiple tasks.
- Ability to work in a tobacco, alcohol, and drug-free environment.
- Ability to exercise discretion and judgment.
- Ability to handle sensitive and confidential materials.
- Ability to work flexible hours (may include evenings and weekends)
- Commitment to SOS Illinois philosophy and mission.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Specific vision requirements include the ability to see at close range, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee is regularly required to talk and hear
- Possess the ability to fulfill any office activities normally expected in an office setting, to include, but not limited to: remaining seated for periods of time to perform computer based work, participating in filing activity, lifting and carrying office supplies (paper reams, mail, etc.)
- Frequently required to stand, walk, sit, use hands to feel, and reach with hand and arms
- Occasionally lift and/or move up to 20-25 pounds
- Fine hand manipulation (keyboarding)
- At times, may require more than 40 hours per week to perform the essential duties of the position

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**INTERNAL OFFICE:**

The noise level in the work environment is usually low

**LANGUAGE SKILLS:**

- Ability to read, write and speak English proficiently
- Ability to read, write and speak Spanish preferred but not required

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**C. RELEIF PARENT POSITION DESCRIPTION**

**REQUIREMENTS:**

- A high school diploma or equivalent.
- Valid Illinois driver's license with acceptable driving record and proof of automobile insurance coverage.
- Must be at least 21 years of age.
- DCFS (Department of Children and Family Services) background clearance
- DCFS medical clearance

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Professional Foster Parent cont.

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- Ability to work in the following Village(s): Lockport, Southside of Chicago (7600 S. Parnell), Roosevelt Square (1200 W. Roosevelt)
- Ability to work in an alcohol, tobacco, and drug-free environment

**Additional Skills and Experience:**

- Ability to exercise discretion and independent judgement.
- Previous childcare experience.
- Good verbal and written communications skills.
- Reliable, punctual, and able to manage multiple tasks.
- Ability to learn and support SOS Illinois behavior management program.
- Ability to work flexible hours.
- Commitment to SOS Illinois philosophy and mission.

**Benefits:**

- Hourly Pay
- Flexible hours

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**D. Director of Programs and Services- Roosevelt Square Village (1200 W. Roosevelt Rd.)**

**BASIC FUNCTION:**

The Director of Programs & Services is responsible for the overall day-to-day supervision and guidance of Village programs and services to children and Professional Foster Parents.

The Director of Programs & Services strategically directs the staff at the Village to facilitate positive and healthy connections among Village members and leads in the creation and implementation of programming to enhance the Village community for all involved, while keeping a focus on the operational success and outcomes of the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Provides leadership to assure Village census goals are met or exceeded, including achieving a significant revenue increase and stabilization of program funding, and that the Village maintains a strong sense of community is cohesive, and high standards of client care are maintained. Facilitates positive and healthy connections among village members.
2. Provides oversight to all Village programs assuring program effectiveness and systems are in place to track successes and identify areas of improvement. Works to improve program deliverables. Acts as primary support in the communication of quality standards to Village team for program and services. Assures records are maintained as required by the agency,

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Position Description

Professional Foster Parent cont.

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- COA, DCFS, Human Resources, IL state and federal law. In collaboration with COO, convenes and directs meeting with appropriate staff to ensure supportive services are operating effectively to enhance service quality to the Village clients.
3. Develop new programs to support the needs of clients and the strategic direction of the organization.
  4. Leads the selection and admission process for intake of children following all state and organizational guidelines. Meets regularly with the COO and other team members to review guidelines, admissions and placement issues related to the well-being of the children. Completes all associated DCFS required paperwork in a timely fashion and handles internal communication, including 906, 1420 and 1425.
  5. Responsible for the selection, training and development of Professional Foster Parents to assure homes are adequately staffed with appropriate trained personnel, with support from and in coordination with other departments.
  6. Develops, executes, and oversees volunteer leadership programming. Works closely with Advancement and Recruitment to develop a plan for volunteer engagement program.
  7. Design, deliver, and evaluate programs that meet the needs and interests of youth and families to enhance quality of life.
  8. Actively engages and identifies community partners to support the Village's goals and enhance the mission.
  9. Provides leadership to program staff and direct supervision of Foster Parents, Child Welfare Supervisor, Program Assistant, and other Village staff as assigned. Provides leadership and indirect supervision of Child Welfare Specialists, Education & Activities Coordinator/Specialist, and Relief Parents.
  10. Develops processes and procedures, resolves staff issues, and directs decision making to the appropriate level. Sets consistent performance targets and position specific goals in coordination with the Deputy Director. Regularly monitors progress and offers feedback. Completes performance reviews for staff on time. Recognizes staff for contributions and fosters a cohesive working environment by providing needed information, tools, and resources for team to perform. Requests staff input and feedback as part of the decision making process.
  11. With the approval of the COO and CHRO, employs and terminates Village program staff and works with Supervisors to employ and terminate staff as needed.
  12. Assures the clinical needs of the children are met and properly documented, in consultation and with support from the Director of Behavioral Health Services.
  13. Acts as liaison to DCFS and other service providers for all program and services. Acts as the primary liaison in the Village for the Day Care program (if applicable). Serves as the primary liaison to State, local government and other community service providers to promote and support programs and services related to organizational activities.
  14. Works closely with the Advancement, volunteers, and other staff, in areas of new program development and funding to meet or exceed goals. Assures development, implementation and supervision of related programs and special activities including community involvement to promote awareness and support.
  15. In collaboration with COO and Business Manager works to develop and monitor annual operational budget.
  16. Provides support to corresponding Director(s) and DCFS when COO is not available.

17. Comply with all SOS policies, state, federal, county and city laws, rules and regulations.
18. Attend general agency and Village staff meetings, in-service education/training, individual supervision, and other meetings and agency programming as directed by the COO.
19. Is on-call to respond to Village emergencies 24/7.
20. Other duties as assigned.

QUALIFICATIONS:

1. Masters degree in Social Work or relevant Masters Degree which meets DCFS requirements from an accredited institution.
2. A minimum of 5 years social service supervisory experience working with children and families in the child welfare system. Program leadership preferred. LCSW or clinical experience preferred.
3. DCFS Child Welfare Employee Licensure required; 402 Licensure.
4. Experienced in team building, implementing behavior modification plans and needs assessment.
5. Ability to work with DCFS, courts and other social service systems.
6. Ability to pass DCFS required criminal background check including CANTS/SACWIS, Drug Screen and SORS.
7. Ability to provide required DCFS Medical Report/TB test.
8. Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.
9. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
10. Ability to relate to the Agency staff and to the public in a courteous and professional manner.
11. Strong communication, organizational and computer skills.
12. Ability to exercise discretion and independent judgment.
13. Ability to handle sensitive and confidential materials.
14. Ability to work flexible hours including some weekends.
15. Ability to work in an alcohol, tobacco and drug-free environment.
16. Commitment to SOS Children's Villages Illinois philosophy and mission.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Specific vision requirements include the ability to see at close range, distance vision, peripheral vision, depth perception, and the ability to adjust focus While performing the duties of this job, the employee is regularly required to talk and hear

- Possess the ability to fulfill any office activities normally expected in an office setting, to include, but not limited to: remaining seated for periods of time to perform computer based work, participating in filing activity, lifting and carrying office supplies (paper reams, mail, etc.)
- Frequently required to stand, walk, sit, use hands to feel, and reach with hand and arms
- Occasionally lift and/or move up to 20-25 pounds
- Fine hand manipulation (keyboarding)
- At times, may require more than 40 hours per week to perform the essential duties of the position

LANGUAGE SKILLS:

- Ability to read, write and speak English proficiently
- Ability to read, write and speak Spanish is helpful

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**E. Bilingual Child Welfare Specialist- Lockport Village (17545 Village Ln.)**

BASIC FUNCTION:

Provide services to SOS children and their families in order to achieve the particular case goal as outlined and explained in the client service plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide comprehensive case management services to SOS children, including assessment, referral, placement supervision, service plan formulation and implementation, and appropriate involvement with the SOS and biological families. Act as a partner to Foster Parents in times of need.
2. Maintain complete, accurate, and current service reports on children and families served including timely written case notes, six-month summaries and permanency reports as required and/or requested by DCFS and SOS. Conduct quarterly audits of client files.
3. Ensure that a healthy, safe and secure home environment and a consistency of care is provided to the children, including but not limited to, ensuring that the children received proper medical, dental and emotional care as required.
4. Advise and consult with the Client, Foster Parent and Child Welfare Supervisor to ensure adequate understanding of the case dynamics and the needs of the Client.
5. Coordinate effectively with DCFS and other community agencies for the maximum utilization of available resources to address the service goals of the cases assigned.
6. Work in conjunction with the Child & Family Services Coordinator to develop a working knowledge of community resources which may be used in serving clients and maintain a close working relationship with these resources.
7. Act as a Liaison to the Foster Parent Enrichment Coordinator and Child & Family Services Coordinator within the Spanish speaking communities towards identifying resources and foster parent recruitment.

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8. Prepare for and attend the required case meetings, ACR's, court hearings, and staffings.
9. Submit reports as required by Supervisor.
10. Perform on-call duties as needed to carry out the responsibilities as required.
11. Communicate problems and issues within the department to the Child Welfare Supervisor.
12. Complete all mandatory agency and job specific training.
13. Represent SOS in a professional manner to the public and guests.
14. Comply with all SOS policies, state, federal, county and city laws, rules and regulations.
15. Perform other duties as assigned.

NON-ESSENTIAL DUTIES:

1. Attend general agency staff meetings, in-service education/training, individual supervision, and other meetings as directed by the Village Director or Supervisor.
2. Work with Foster and Bio Families and provide support when needed.

QUALIFICATIONS:

1. A bachelor's degree in social work, psychology or related field.
2. Proficient speaking, reading and writing skills in English and Spanish.
3. One year Child Welfare Experience preferred.
4. DCFS Child Welfare Employee Licensure required.
5. Ability to work with DCFS, courts and other social service systems.
6. Ability to pass DCFS required criminal background check including CANTS/SACWIS and SORS.
7. Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.
8. Ability to travel between both Villages and surrounding communities.
9. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
10. Ability to relate to the Agency staff and to the public in a courteous and professional manner.
11. Ability to work in a team environment.
12. Strong communication and organizational skills.
13. Ability to exercise discretion and independent judgment.
14. Ability to handle sensitive and confidential materials.
15. Reliable, punctual, and able to manage multiple tasks.

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- 16. Ability to work flexible hours.
- 17. Ability to work in an alcohol, tobacco and drug-free environment.
- 18. Commitment to SOS Children's Villages Illinois philosophy and mission.

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**F. Bilingual Family Support Specialist- Casa Tepeyac**

**BASIC FUNCTION:** Provides in-home intervention to children and their families utilizing a cognitive-behavioral, solution focused model to help families adopt positive solutions to problems through the teaching of skills and behavioral techniques accessing community resources and support. Intervention is provided to improve youth and family social, emotional, and behavioral well-being by using an accessible services delivery system that is flexible, culturally competent and responsive to the family. Family intervention is done primarily in the home, school, and community setting as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1. Responsible for intervention and treatment process for families referred for or seeking In Home Family Services.
- 2. Provides screening and assessments in order to identify family protective and risk factors, challenges, strengths, and areas to address in the service plan.
- 3. Provides services and support in conjunction of the service plan; with constant review and adjustment as needed.
- 4. Maintains expected level of direct contact with families per program requirements, and remains available to families 24/7, for crisis intervention as needed.
- 5. Maintain complete, accurate, and current service reports on families served including timely written case notes, treatment plans, family assessments and court reports as required and/or requested by DCFS, referral sources and SOS.
- 6. Conducts audits of client files at least quarterly.
- 7. Provides training and support groups on various topics, as needed, based on community and client trends, requests from organizations, and collaboration with other programs. Topics include, but are not limited to, healthy relationships, self-esteem, bullying, financial literacy, leadership, parenting, and more.
- 8. Develops and maintains effective working relationships with community service providers and resources, such as medical staff and clinics, public welfare personnel, lawyers, therapists, law enforcement staff, school officials, neighbors, religious and youth organization representatives, etc.; utilizing referral sources as necessary.
- 9. Coordinates effectively with families and community agencies for the maximum utilization of available resources to address the service goals of the cases assigned.
- 10. Prepares and submits reports and/or recommendations to the direct supervision concerning case load status, budget requests, and changes in service plans, and any unusual incidents that occur in the operation of the program. Perform on-call duties as needed to carry out the responsibilities as required.

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11. Communicates problems and issues within the department to the In Home Family Coordinator or Director.
12. Must be able to function independently and have flexibility, personal integrity, and the ability to work effectively with children and families, staff, and support agencies.
13. Completes all mandatory agency and job specific training.
14. Represents SOS in a professional manner to the public and guests.
15. Complies with all SOS policies, state, federal, county and city laws, rules and regulations.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in the Behavioral Sciences or Human Services related fields, and two (2) years of experience working with children and families.
2. Ability to travel locally using own transportation (mileage reimbursed), and within the state or coverage area as required.
3. Proficient in use of Microsoft Office, including Word and Excel, and email (Outlook).
4. Spanish and English-Bilingual Capability (read, write, and speak) required.
5. Ability to work with DCFS, courts and other social services systems.
6. Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.
7. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
8. Ability to relate to the Agency staff and to the public in a courteous and professional manner.
9. Ability to work in a team environment.
10. Strong communication and organizational skills.
11. Ability to exercise discretion and independent judgment.
12. Ability to handle sensitive and confidential materials.
13. Reliable, punctual, and able to manage multiple tasks.
14. Ability to work flexible hours.
15. Ability to work in an alcohol, tobacco, and drug-free environment.
16. Commitment to SOS Children's Villages Illinois philosophy and mission.

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ADA DISCLAIMER/STATEMENT: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Position responsibilities are intended to describe those functions that are essential to the performance of this job. This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

SOS CHILDREN'S VILLAGES ILLINOIS is an equal opportunity employer. Employment, assignment, and promotion practices are carried out in accordance with all applicable laws, rules, regulations and orders without regard to race, religion, color, national origin, physical handicap, social handicap, sex, age, or ancestry.