



## 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 25 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. Assistant Deputy Director
- B. Director of Programs and Services
- C. Licensing Supervisor
- D. Child Welfare Supervisor
- E. Child Welfare Specialist
- F. Bilingual Family Support Supervisor
- G. Maintenance Assistant
- H. Part-time Relief Parent

### **A. ASSISTANT DEPUTY DIRECTOR OF OPERATIONS**

Reporting to the Deputy Director of Operations – Case Management Support (DDO-CMS), the Assistant Deputy Director of Operations implements the operational plans for ongoing management and improvement of services and programs at designated SOS sites. This role is responsible for assisting the Deputy Director of Operations with managing all operational aspects at selected sites. This position will serve as the primary resource for the development and quality of case management services throughout the organization.

### **Work Experience requirements:**

- A minimum of five years of proven leadership in the management of multi-disciplinary child welfare organizations or social service agencies.
- Demonstrated abilities in providing leadership to multiple provider sites.
- Strong working knowledge of clinical and behavioral health services with a focus on family support issues.
- Considerable understanding of management theories appropriate for social service agencies.
- Demonstrated skills in dealing with diverse communities and groups and a successful track record in developing effective work teams.

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- Proven abilities in fiscal planning and control.

**Education/Training Requirements:**

- Masters of Social Work degree from an accredited school of social work, or Master’s Degree in other human services field accepted by DCFS standards.
- Training and/or certificates of knowledge related to clinical services for children and families.
- Efficient word processing skills and knowledge of computer productivity software (MS Office Suite).

**Other Requirements:**

- Strong communication and organizational skills.
- Ability to relate to staff and to the public in a courteous and professional manner.
- Ability to exercise discretion and independent judgment.
- Reliable, punctual, and able to manage multiple tasks.
- Ability to work flexible hours.
- Ability to handle sensitive and confidential materials.
- Ability to work in an alcohol, tobacco and drug-free environment.
- Commitment to SOS 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:**

1. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
2. Accrued Paid Time Off
3. Ability to contribute to a 403(B) Retirement Savings Plan
4. May qualify for federal loan forgiveness

**Apply at the following link:**

[https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4833&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6&session\\_nonce=8f1672ca554fa7b82d494be6cd4ccb26](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4833&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6&session_nonce=8f1672ca554fa7b82d494be6cd4ccb26)

**B. DIRECTOR OF PROGRAMS AND SERVICES**

The Director of Programs and Services is responsible for the overall day-to-day supervision and guidance of Village programs and clinical services to children and Foster Parents. The Director of Programs & Services provides needed leadership to assure Village census goals are met or exceeded and that the Village maintains a strong sense of community, is cohesive, and high standards of client care are maintained.

**REQUIREMENTS:**

- Master’s degree in Social Work or relevant Master’s Degree which meets DCFS requirements (from an accredited institution).

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- LCSW or clinical experience preferred.
- A minimum of 5 years supervisory experience working with children and families in the child welfare system (social service or equivalent). Program leadership preferred.
- DCFS Child Welfare Employee Licensure required; 402 Licensure.
- Experienced in team building, implementing behavior modification plans and needs assessment.
- Ability to work with DCFS, courts and other social service systems.
- Ability to pass DCFS required criminal background check including CANTS/SACWIS, Drug Screen and SORS.
- Ability to provide required DCFS Medical Report/TB test.
- Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.
- 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.
- Strong communication, organizational and computer skills.
- Ability to exercise discretion and independent judgment.
- Ability to handle sensitive and confidential materials.
- Ability to work flexible hours including some weekends.
- Ability to work in an alcohol, tobacco and drug-free environment.
- Commitment to SOS Children's Villages Illinois philosophy and mission.

**Benefits:**

1. Paid room and board
2. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
3. Accrued Paid Time Off
4. Ability to contribute to a 403(B) Retirement Savings Plan
5. May qualify for federal loan forgiveness

**Apply at the following link:**

[https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4016&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6&session\\_nonce=2ad990662a4fdf2dfd138e050d8c4eee](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4016&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6&session_nonce=2ad990662a4fdf2dfd138e050d8c4eee)

**C. LICENSING SUPERVISOR**

He or she will be responsible for the licensing of professional Foster Parents and Home-of-Relative Parents. Responsible for leading required training sessions, coordinating licensing and certification processes, and completing all required DCFS (Department of Children and Family Services) 402 licensing documentation, reports, and requests.

**REQUIREMENTS:**

1. MSW or other relevant DCFS approved Master's Degree.
2. Must have eight - plus years of DCFS Foster Care Licensing experience
3. Supervisory experience - a plus.
4. DCFS Child Welfare Employee Licensure required; 402 Licensure required.
5. Computer knowledge including proficient knowledge of Microsoft Office (Word, Excel, Outlook, and SACWIS).
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 relate to the Agency staff and to the public in a courteous and professional manner.
9. Sensitivity to the cultural and socioeconomic characteristics of clients and staff.
10. Ability to work in a team environment.
11. Ability to handle sensitive and confidential materials.

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12. Ability to exercise discretion and independent judgment.
13. Must have excellent verbal and written communication skills and superior interpersonal abilities.
14. Ability to work in an alcohol, tobacco and drug-free environment.
15. Commitment to SOS Illinois philosophy and mission.
16. Commitment to preserving families and ensuring children are protected and maintained in their homes.
17. Ability to establish a mutually respectful relationship, in which the foster parent is a full partner with the agency.
18. Ability to work flexible hours with includes weekend hours.
19. Ability to provide required DCFS Medical Report/TB test.
20. Ability to collect and analyze data and develop appropriate reports.
21. Reliable, punctual, and able to manage multiple tasks.

**LANGUAGE SKILLS:**

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

**Benefits:**

1. Paid room and board
2. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
3. Accrued Paid Time Off
4. Ability to contribute to a 403(B) Retirement Savings Plan
5. May qualify for federal loan forgiveness

**Apply at the following link:**

[https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3731&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6&session\\_nonce=e45d677909c2be0b69b0dc2e88e6b174](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3731&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6&session_nonce=e45d677909c2be0b69b0dc2e88e6b174)

**D. CHILD WELFARE SUPERVISOR**

The Child Welfare Supervisor provides direct supervision to the case management staff in order to ensure the delivery of quality services to SOS children, Foster Parents and biological families in order to achieve the particular case goal as outlined and explained in the client service plan.

**REQUIREMENTS:**

- MSW or other relevant Master's Degree.
- Three years direct service child welfare experience and one year of experience supervising child welfare staff; or 5 years direct service child welfare experience and proven leadership skills.
- DCFS Child Welfare Employee Licensure required; 402 Licensure preferred or ability to pass 402 licensure test within 3 months of employment.
- Experience in behavior management programs and needs assessment helpful.
- Ability to lead a team, including strong communication and organizational skills. Must be able to exercise discretion and independent judgment.
- Ability to work with DCFS, courts, and other social service systems and the ability to relate to the Agency staff and to the public in a courteous and professional manner.
- Ability to handle sensitive and confidential materials.
- Reliable, punctual, and able to manage multiple tasks and able to work flexible hours.
- Ability to work in an alcohol, tobacco and drug-free environment.
- Ability to pass DCFS required criminal background check including CANTS/SACWIS and SORS.
- Ability to provide required DCFS Medical Report/TB test.

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- Valid Illinois driver's license with acceptable driving record; insured and reliable transportation.

**LANGUAGE SKILLS:**

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

**Benefits:**

6. Paid room and board
7. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
8. Accrued Paid Time Off
9. Ability to contribute to a 403(B) Retirement Savings Plan
10. May qualify for federal loan forgiveness

**Apply at the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3522&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6>

**E. 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:**

1. A bachelor's degree in social work, psychology or related field.
2. Proficient speaking, reading and writing skills. Bi-lingual English/Spanish preferred.
3. One year Child Welfare Experience.
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.
16. Ability to work flexible hours.
17. Ability to work in an alcohol, tobacco and drug-free environment.
18. 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.

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**Benefits:**

11. Paid room and board
12. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
13. Accrued Paid Time Off
14. Ability to contribute to a 403(B) Retirement Savings Plan
15. May qualify for federal loan forgiveness

**Apply at the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4135&clientkey=1F0AEBDD4C5D1B1A120A46D5C10BDB6>

**F. BILINGUAL FAMILY SUPPORT SUPERVISOR**

Responsible for the day-to-day supervision and guidance of In-Home Family Services Program (IHFS) at SOS Children's Villages Illinois' Casa Tepeyac, this position provides oversight of in-home intervention to children and families utilizing a cognitive-behavioral, solution-focused model to help families adopt positive solutions to problems through teaching of skills and behavioral techniques, and accessing community resources and support.

**REQUIREMENTS:**

1. Bachelor's Degree in human services, plus five (5) years of experience working in the social service field.
2. Working knowledge of DCFS policy and procedures and the ability to navigate between government and private agency practices.
3. Knowledge and understanding of program management; experience in project completion.
4. Experience with group work and general skills training and counseling.
5. **Spanish/English Bilingual Capacity (read, write, and speak) required.**
6. Strong verbal, written, and presentation communication skills.
7. Ability to network, interact, and work effectively with high profile individuals in their capacity as donors, funders, board members, and volunteers.
8. Ability and willingness to travel locally using own transportation to client's homes; SOS locations; and other locations as needed.
9. Valid Illinois driver's license with acceptable driving record, insured and reliable transportation.
10. Ability to relate to others in a sensitive, professional, and courteous manner.
11. Flexible in scheduling, with ability to work evenings or weekends as needed.
12. Ability to meet DCFS requirements as they relate to employment in Child Welfare Agency and Family Advocacy Center, including criminal background check
13. Ability to handle sensitive and confidential materials.
14. Sensitivity to the cultural and socioeconomic characteristics of clients, community, and staff.
15. Ability to work in an alcohol, tobacco, and drug-free environment.
16. Ability to exercise discretion and independent judgement.
17. Commitment to SOS Illinois philosophy and mission.

**Benefits:**

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1. Paid room and board
2. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
3. Accrued Paid Time Off
4. Ability to contribute to a 403(B) Retirement Savings Plan
5. May qualify for federal loan forgiveness

**Apply at the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4026&clientkey=1F0AEBDD4C5D1B1A120A46D5C10BDB6>

**G. MAINTENANCE ASSISTANT (FULL-TIME)**

The Maintenance Assistant works to assist the Organization’s Maintenance Supervisors with the maintenance and equipment need of the buildings and grounds in a manner consistent with quality and long-term preservation of the facilities.

**REQUIREMENTS:**

- High School diploma or equivalent and one year experience in building maintenance.
- Able to complete basic repair and maintenance reports, solve basic facility problems: follow through, promptness and the ability to self-manage are required.
- Valid Illinois driver license, good driving record, insured and reliable transportation.
- Able to lift up to 75 pounds.
- No physical or mental impairments which would prevent or render impossible, performing the duties of this position.
- Good verbal and written communication skills.
- Submit to required, DCFS Background Check.
- 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 way.
- Ability to exercise discretion and independent judgment.
- Reliable, punctual and able to manage multiple tasks.
- Ability to work flexible hours and multiple locations.
- Ability to handle sensitive and confidential materials.
- Ability to work in an alcohol, tobacco and drug-free environment.

**Benefits:**

1. Paid room and board
2. Healthcare through Blue Cross Blue Shield, which they may qualify for after 90 days of employment
3. Accrued Paid Time Off
4. Ability to contribute to a 403(B) Retirement Savings Plan

**Apply at the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=3761&clientkey=1F0AEBDD4C5D1B1A120A46D5C10BDB6>

**H. RELEIF PARENT POSITION DESCRIPTION**

**REQUIREMENTS:**

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1. A high school diploma or equivalent.
2. Valid Illinois driver's license with acceptable driving record and proof of automobile insurance coverage.
3. Must be at least 21 years of age.
4. DCFS (Department of Children and Family Services) background clearance
5. DCFS medical clearance
6. Ability to work in the following Village(s): Lockport, Southside of Chicago (7600 S. Parnell), Roosevelt Square (1200 W. Roosevelt)
7. Ability to work in an alcohol, tobacco, and drug-free environment

**Additional Skills and Experience:**

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

**Benefits:**

1. Hourly Pay
2. Flexible hours

**Apply at the following link:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2493&clientkey=1F0ADEBDD4C5D1B1A120A46D5C10BDB6>

**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, sexual orientation, physical handicap, social handicap, sex, age, or ancestry.