

**UPWARD MOBILITY PROGRAM**  
**Annotated Guide**

Target Title: **Child Welfare Associate Specialist**

Position Title Code: 07216

Salary Grade: RC-062-16

Credential or Certificate: Credential

There are approximately 1,000 Child Welfare Associate Specialist positions--at least one in each city where there is a Department of Children and Family Services office. A Child Welfare Associate Specialist will be promoted to the II level after one year or one and one-half years. Under direct supervision, the Child Welfare Associate Specialist performs beginning level casework/case management duties related to children in need of child welfare services or children who have been abused or neglected. This position is utilized only by the Department of Children and Family Services.

Minimum Training and Experience

Requires a master's degree in social work or a related human service field:

**OR**

Requires a bachelor's degree in social work;

**OR**

Requires a bachelor's degree in a related human service field and one year of directly related professional experience, including casework/case management experience related to family preservation or family reunification, adoption, youth development, counseling, and advocacy services, or a related field.

The college or university issuing a bachelor's or master's degree must be accredited, and the degree program in social work must be approved by the Council on Social Work Education (CSWE). A complete list of DCFS acceptable schools can be found at <http://www.cswe.org>. The human services degree mentioned in the requirements refer to social work, psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, and human services. Such degree areas may constitute a job-specific qualification requirement, where the duties of the position require the related academic and work experience background.

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**NOTE:** Experience cannot be substituted in lieu of the required degree; also requires proof of valid driver's license.

6/08 Salary Revised