



STATE OF MICHIGAN
invites applications for the position of:

Services Specialist - South-West Region - Berrien, Calhoun, Cass, Kalamazoo, St. Joseph & VanBuren

An Equal Opportunity Employer

JOB #: SS - S.W.MI

[Click here to Apply](#)

DEPARTMENT: Health and Human Services - Counties

JOB TYPE: Permanent Full Time

BARGAINING UNIT: UNITED AUTO WORKERS (UAW)

SALARY:

Hourly
\$22.13 - \$32.78

Biweekly
\$1,770.40 - \$2,622.40

OPENING DATE: 11/22/21

CLOSING DATE: Continuous

JOB DESCRIPTION:

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness. For more information, please visit our [MDHHS Diversity, Equity, and Inclusion Plan](#). ([Download PDF reader](#))

The Services Specialist will utilize child welfare practice skills to ensure children are protected from abuse and neglect. When child abuse or neglect is indicated, specialists work closely with families and the legal system toward a goal of reunification, independent living, or other permanent living situation.

To be considered, you MUST:

- **Attach a copy of your official transcripts showing you meet the below educational requirements. These must be signed by the registrar or show the university seal. We do accept electronic official transcripts.**
- Attach an up to date resume.
- Attach a cover letter.
- Attach a written response to the ["Is This Job For Me?"](#) video answering the following questions:
 - **If selected for this position what do you believe your biggest challenge will be?**
 - **How do you see yourself overcoming this challenge?**

-Candidates who do **NOT** possess a State of Michigan Driver's license are required to attach to their application, *an official two year driving record from the state in which they currently hold a valid license.*

Failure to complete any of the above items may result in your application being screened

out.

Click here to view the [Position Description \(Download PDF reader\)](#) & here to review the [Job Specification \(Download PDF reader\)](#)

** The South-West Michigan Region consists of Berrien, Calhoun, Cass, Kalamazoo, St. Joseph and Van Buren Counties.



REQUIRED EDUCATION AND EXPERIENCE:

Education

Possession of a bachelor's or master's degree with a major in one of the following human services areas: social work, sociology, psychology, forensic psychology, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, a human services-related counseling major, or interdisciplinary studies in social science.

OR

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following human services areas: social work, sociology, psychology, forensic psychology, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, a human services-related counseling major, or interdisciplinary studies in social science.

Experience

Services Specialist 9

No specific type or amount is required.

Services Specialist 10

One year of professional experience providing casework services to socially and economically disadvantaged individuals equivalent to a Services Specialist 9.

Services Specialist P11

Two years of professional experience providing casework services to socially and economically disadvantaged individuals equivalent to a Services Specialist, including one year equivalent to a Services Specialist 10.

ALTERNATE EDUCATION AND EXPERIENCE:

ADDITIONAL REQUIREMENTS AND INFORMATION:

When you apply, your application is valid for 6 months. After 6 months, you MUST reapply for continued consideration.

As a Condition of Employment – this position requires a valid driver's license and successful completion of a background investigation including fingerprinting and a criminal records check. Upon hire, the successful candidate will be required to complete a nine week pre-service training program that includes a total of 270 hours of competency-based classroom and field training. Additionally, the employee must successfully complete a minimum number of hours of in-service training on an annual basis.

Position Location/Remote Office: This position may work remotely or work hybrid (remote/office).

Employees will be provided computers to perform state work. Phones may also be provided for necessary communications. If working remotely, employees will be responsible for providing other components of a remote office at their own expense, including:

- A secure work location that allows privacy and prevents distractions.
- A high-speed internet connection of at least 25 Mbps download and 5 Mbps upload.
- Suitable lighting, furniture, and utilities.

To view instructions for attaching files to your application, please click [HERE \(Download PDF reader\)](#).

Please check us out on LinkedIn at any of the following hashtags: [#MDHHSjobs](#) [#Veteranfriendly](#) [#Careerswithpurpose](#) [#CommunityHeroes](#)

For further information regarding this posting please contact Tami Strzyzkowski at StrzyzkowskiT@michigan.gov



MDHHS is proud to be a Michigan Veteran's Affairs Agency (MVAA) Gold Level Veteran-Friendly Employer.

Joseph & VanBuren Supplemental Questionnaire

- * 1. SOCSSPL - Do you possess one of the following? A bachelor's or master's degree with a major in one of the following human services areas: social work, sociology, psychology, forensic psychology, interdisciplinary studies in social science, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, or in a human services-related counseling major. If so, please attach a copy of your official college transcripts. OR A bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following human services areas: social work, sociology, psychology, forensic psychology, interdisciplinary studies in social science, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, or in a human services-related counseling major. If so, please attach a copy of your official college transcripts.
 - Yes
 - No
- * 2. If you do not have a bachelor's degree and/or master's degree in any of the above, will you have your degree completed within 30 days of your application? (If not, please reapply when you are within 30 days of completing your degree)
 - Yes
 - No
- * 3. ***DEI - How has your background and experience prepared you to be effective in an environment where we see awareness of and respect for diversity as an important value?
- * 4. *Do you have any substantiated cases of abuse or neglect reported on the Department of Human Services Central Registry?
 - Yes
 - No
- * 5. Have you lived outside the State of Michigan in the previous 5 years?
 - Yes
 - No
- * 6. Selected applicants who have lived outside the State of Michigan in the last 5 years will need to provide a Central Registry record for the State/s in which they resided prior to being hired. Please list the State/s or Countries were you have lived in the past 5 years. If None, enter N/A.
- * 7. *Do you have an Intentional Program Violation from the Department of Health and Human Services?
 - Yes
 - No
- * 8. *Do you have any objection to being finger printed or drug tested?
 - Yes
 - No
- * 9. ***Please select from the options below: (Please note, actions that have been expunged, written reprimands or formal counseling, and layoff actions need not be reported.) Please select all that apply.
 - I have been dismissed within the last two years
 - I have resigned in lieu of discipline or dismissal within the last two years
 - I have been suspended without pay within the last two years

- I have received an unsatisfactory rating in the last two years
 I certify that none of the above circumstances apply to me
- * 10. Have you ever been convicted of a felony?
 Yes No
- * 11. Have you ever been convicted of a misdemeanor?
 Yes No
- * 12. If you answered "yes" to the previous question, Please document all instances including date and disposition. If "no", please indicate N/A.
- * 13. Do you possess a valid driver's license?
 Yes
 No
- * 14. If you answered yes to the previous question, please list the state issued by, license number, expiration date. If no, type N/A. If you have a driver's license issued outside the State of Michigan, you must attach a 2yr driving history to your application.
- * 15. Have you completed or are you currently enrolled in a Child Welfare Certificate Program from an endorsed Michigan School of Social Work?
 Yes No
- * 16. Are you currently participating in an internship within DHS or recently completed an internship within DHS?
 Yes No
- * 17. *Please select your level of experience.
 None
 At least one year of professional experience providing casework services to socially and economically disadvantaged individuals.
 At least two years of professional experience providing casework services to socially and economically disadvantaged individuals.
- * 18. Do you possess any of the following experience? (Check all that apply)
 CPS, Foster Care or Adoption with DHHS
 CPS, Foster Care or Adoption with another State or private agency
 Families First
 Working collaboratively with schools, courts and/or law enforcement
 Conducting case assessments and preparing social histories
 Testifying in court as part of your regular job
 Writing narrative reports as part of your regular job
 Interviewing or questioning customers to solicit pertinent information in order to provide certain services
 N/A
- * 19. Select the position you are interested in: (Check all that apply)
 Child Protective Services
 Foster Care
 Juvenile Justice
- * 20. Please select your county preference for employment, more than one choice is acceptable.
 Berrien County
 Calhoun County
 Cass County
 Kalamazoo County

- St. Joseph County
- Van Buren County

- * 21. Please write a response to the following scenario as if you were reporting this to your supervisor: You have been assigned to investigate a home and the allegations are a "dirty house", all concerns listed in allegations are environmental concerns. You arrive at the home about 11 AM and see garbage rotting and overflowing in the entryway. You can hear a toddler running around in the home but when you knock it is apparent you woke the mother as it took her several minutes to answer the door and she was rubbing sleep from her eyes. When you enter the home you notice dog feces on the floor in several spots. The kitchen countertops and table are covered with dirty dishes coated with old food. There are several overflowing ashtrays and what appears to be marijuana "roaches" in them along with the cigarette butts. You see one little girl about 3 years old, dressed in only a soggy diaper and barefoot; an infant is sleeping on the couch wrapped in a fluffy blanket. Even though you woke the mother up she is friendly to you and patient with her young children.

- * 22. Are you currently in a position at MDHHS that is represented by the UAW Local 6000? (Services Specialists, FIS, or APW)
 - Yes No

- * 23. *Are you a current MDHHS employee classified as a Services Specialist interested in moving to the same classification and level at this location?
 - Yes No

- 24. Other than English, do you read, write and speak any of the following languages fluently? (You may be required to translate a document in the interview process) (Check all that apply)
 - Arabic
 - Spanish
 - Other

- * 25. Are you interested in a Limited Term position?
 - Yes No

- * 26. I acknowledge that I have:
 - Watch the "Is This Job For Me" video
 - Attached Official Transcripts
 - Attached Cover Letter/Resume

- * 27. How did you hear about this job posting?
 - Internet
 - Friends
 - Career Fair
 - College Informational Session
 - MiTalent
 - LinkedIn
 - Career Builders
 - Indeed
 - Other

- * 28. Did you view the MDHHS Services Specialist job advertisement on a streaming service (i.e. Netflix, Hulu, etc.) or another type of media service?
 - Yes No

- * 29. *** Do you have the ability to work from home, including home internet service? OR Are you willing to purchase home internet service if hired?
 - Yes No

* Required Question