

How New Graduates – with “*ONLY*” a Bachelor’s Degree -- Can Get Jobs with the Utah Dept. of Human Services

1. The two main areas of the Utah Dept. of Human Services that commonly hire recent college graduates are:
 - Division of Child and Family Services (DCFS)
 - Juvenile Justice Services (JJS) – [formerly known as the Division of Youth Corrections]
2. To apply for jobs within one of those divisions (or any state job), go to <https://statejobs.utah.gov/>. Create an “account” (login).
3. Then, search for open jobs. It may be easiest to sort by agency and then look for the open jobs listed under “Dept of Human Services.” Jobs may be listed for less than a week, so check the listings frequently.
4. DCFS jobs are open *only* to certain majors or minors: e.g., Psychology, Sociology, Human Development & Family Studies, Social Work, Criminal Justice. For DCFS, you must have completed your bachelor’s degree.
5. JJS isn’t quite as fussy. Their jobs are open to people from a variety of majors who have the necessary experience. People may be hired before they have their bachelor’s degrees IF they have a minimum of 4 years of full-time, professional, paid, job-related experience working with delinquent youth.
6. DCFS entry-level career jobs pay \$14.81/hour (effective 6-28-08), plus excellent benefits. JJS entry-level career jobs pay \$13.65/hour, plus excellent benefits.
7. The principal entry-level career job with DCFS is called “Caseworker I.” It’s tricky, though; you are unlikely to see an opening listed for that position. What you do is look for openings for “Social Service Worker.” You probably won’t be qualified for the latter position, but don’t panic! If you carefully read the listing for “Social Service Worker,” you will see that they may “underfill” with people qualified only for the lower (entry-level) “Caseworker I” position. What that means is that DCFS almost never has enough applicants with the Social Service Worker license that qualifies them for the “Social Service Worker” position. Thus, for those openings, DCFS generally must hire people (like recent college graduates) who lack the SSW license. Such people are hired as “Caseworker I” – which means a lower grade level and lower pay (\$14.81/hour). [Starting as a Caseworker I is an advantage if you want to pursue your licensure as a Social Service Worker. Caseworker I allows you to accrue the 2,000 hours of supervised experience necessary for application, while being paid. If you are interested in knowing more about the requirements for a Social Service Worker, please contact the Utah Department of Commerce, Division of Occupational & Professional Licensing (DOPL) at 801-530-6628. If you are hired as a Caseworker I and then obtain your license as an SSW, your salary would go up accordingly (with supervisor approval).]
8. It’s similarly tricky for JJS. The job listings usually are for “JJS Counselor II” positions. But they routinely underfill with people qualified only for “JJS Counselor I” at \$13.65/hour.
9. Once you’ve found a current opening for a job you’d like, click to “Apply” for the position. Feel free to type or paste text into the Supporting Documentation boxes. Do not click “Save” until you are ready to submit your application. You may apply for different job openings (different “Req #”) with the same title.

10. When your application to DCFS is received, it will be reviewed to be sure you meet basic qualifications (college degree, appropriate major, etc.). Your name will be placed on the "eligible applicant register" (i.e., the pool of applicants from whom people are selected to come for interviews). Your name will remain on the eligible applicant register for six months or until you do not respond to two letters inviting you to an interview. If you wish to remain on the list *after* six months, you must apply again for a posted job. When your application to JJS is received, a human resources person at the Dept. of Human Services will contact you and explain how to arrange for a pre-interview test. The JJS test is a video, multiple-choice test which takes approximately one hour. Once you pass the test, your name will be placed on the eligible applicant register.
11. Applicants on the hiring register may then be invited to a pre-employment interview with the Oral Board Panel of 2-6 supervisors from various offices. When invited to the initial interview, you will receive a separate sheet of paper with three questions, to be completed and brought to the interview panel. Topics might include examples of teamwork, defending your integrity, innovations you've introduced in the workplace, making a mistake and then making it right, etc. These kinds of questions are behavior-based questions. Read about them in Career Services "Interviewing Resources" at <http://careers.utah.edu/jobSearch/interview/resources.htm>.
12. Hiring officials with vacancies in their areas will check carefully the applications of candidates who have completed the Oral Board Panel interview. They will check to see if you are willing to work in the geographical area of the actual vacancy. Then, they may call you for the second interview and to possibly hire you. (It is VERY important that you respond accurately on your initial application to the question of "Which counties would you be willing to work in?" by indicating **specific** counties. Do not answer "all" or "any," as knowing which counties truly interest you is part of the selection process.)
13. Congratulations! You've come a long way.

[Updated 05/08, cp]