Applying for Case Manager Positions with the Department of **Children's Services**

Prior to beginning your job application:
Develop a professional resume

Beginning the Process

Use your university's career services for editing and advice.
Also, here are some online resources to help you think about your resume:

http://www.umt.edu/career/CareerResources/Handouts/default.php

http://www.bu.edu/ssw/students/current/career/career-services/resume/

Be sure to state on your resume that you are a Title IV-E Tuition Assistance recipient and that you received a certification in DCS Child Welfare Case Management. This will let the human resource analysts know that hiring you is a priority.

You Need to Know:

- You may apply for Case Manager 1 (CM1) positions 120 days prior to graduating.

- The positions are listed by county. Apply for the counties you want to work in. You must submit an application for each job you apply for.

- New positions are posted every Wednesday.

- You must apply for CM1 positions but since you are certified as a DCS Case Manager you will be paid a CM2 salary.

You Need to Know:

- CHECK the application for accuracy BEFORE you click SUBMIT. You are not allowed to go back in and make corrections on an application once submitted.

- Make sure you go to every interview.

- You are expected to be hired within 90 days after graduation.

Program Application Process

Step 1: Complete the Application for the DCS Child Welfare Certification Program.

Step 2: Complete the following forms needed to perform a criminal background check.
- **CS-0319-Application for Service as a Volunteer**
- **Fingerprint Application**

Please complete all required documents and submit them to the regional DCS Volunteer Coordinator or the student's university Field Coordinator. Successful completion of all application materials are required to be considered for entry into the Certification Program.

Step 3: Certification Program students will complete the DCS Internship and be assessed throughout the experience for their readiness to begin as a Case Manager 1 with the department. Students' internships must be 370 hours to be eligible to receive the Tennessee Department of Children's Services Child Welfare Case Management Certification. Certification Program students may apply with the department 120 days prior to graduation.

Step 4: Volunteer coordinator will submit verification that internship, Child Welfare 1 and 2 were successfully completed including uploaded transcripts (provided by the applicant)

Step 5:Certification Program Certificates will be sent to via email to be used in the employment process when applying for employment at The Department of Children Services.

Job Application

In order to complete the state application online, go to http://www.tn.gov/hr and look at the top left side of the page and put your mouse over the "Employment" tab. Click on "Employment Opportunities".

This will take you to a page entitled "Employment Opportunities". On this page, click on the "Current Openings" link under "Preferred Service Job Openings".

Job Application

- On the next page, please read all instructions related to applying for a job with the State of Tennessee.

- Then scroll down the page until you see Search Criteria. Click on "Clear all Categories" and then click on the "Social Services" link and press enter and you will see the listings for DCS jobs. Click on the Case Manger job you wish to apply to.

Job Application

- Click on the "Apply" link to complete the online application. The application must be submitted prior to the Closing Date/Time listed on this page. Note: The first time you access the application, you will be prompted to register and create an account.

- Please note that you are applying for a position in the county listed on this page.

- This page also contains Job Description information, along with information related to benefits.

Job Application – Create Application

- Complete all fields within your application. Note: You can insert your resume at this point or wait until your reach the "Attachments" field.

Job Application – Preferences

Complete all required fields as directed. When you get to "Preferences" you must select "Yes" to the question, "Are you willing to relocate?"

Job Application – Work Experience

Company/Agency Name *

Department of Children's Services

Address

City *

Nashville

State *

Tennessee

Zip Code   Country

37243   US

Phone   Website

May we contact this employer?

● Yes   ○ No

Position Title *   Hours/Week *

Title IV-E Student Intern   20

Monthly Salary   Employees Supervised

Start Date

Month *   Year *

Include your internship with DCS, the total number of hours of your field placement and experience in the duties summary.

Job Application - Education

Under "Education" indicate that you are a Certified DCS Case Manager along with your degree.

Job Application – References

Submit at least two (2) but no more than three (3) references.

Job Application – Attachments

Attachments

Supported file types: .doc, .docx, .xls, .xlsx, .pdf, .tif, .jpeg, .jpg

Resume

resume.docx

Other

Letter of attestation.pdf

➕ Add supplemental attachment

* Required attachments must be provided
before submission

Next

Attach your "Resume" and "Certification Program Certificate."

The Certificate shows that you have completed all of the requirements needed to be certified in DCS Child Welfare Case Management.

You will have received this certificate after Volunteer Coordinator submits your successful completion form via email. If you have not received this certificate contact ei-dcs.preservice@tn.gov

TN Department of **Children's Services**

Job Application

- Once you have completed the application, make sure to certify and submit your application. You will be asked to bring a paper copy of your application to your interview. You will have an opportunity to print your application on the next step.

- You must submit your application by the Closing Date/Time for the job posting. Applications submitted after the Closing Date/Time will not be accepted

DCS CASE MANAGER 1*-062415-146954

Job Details   Apply

Application Submitted!

Successfully submitted on 6/29/2015 at 8:12 AM Central

You can check the status of this application by visiting "Applications" in the main menu bar.

Once you have submitted your application, click on the "Applications" link.

Job Application- Printing

Click on the position that you applied for and a pop-up will appear. The pop-up will allow you to view your submitted application and the details for the position in which you applied. In the top right corner, you will see "Print." Click "Print" to print your application.

Thank you for your hard work and ongoing interest in working with DCS to serve Tennessee's most vulnerable population