

**Discover the many reasons you'll love working at the  
Philadelphia Department of Human Services...**



**Join our team!**

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# About DHS



## About The Philadelphia Department of Human Services

The Philadelphia Department of Human Services (DHS) is Philadelphia County's child welfare and juvenile justice agency. The Office of Children and Families oversees DHS. Our mission is to provide and promote safety, permanency, and well-being for children and youth at risk of abuse, neglect, and delinquency. Our main service areas include:



### **Prevention.**

We work with families to safely care for children in their own home to reduce child abuse and neglect.



### **Child Welfare.**

We operate Philadelphia's child abuse hotline, investigate allegations of child abuse and neglect, and help children involved with DHS achieve a permanent home. We manage the private organizations (Community Umbrella Agencies) that provide case management and other support services in 10 geographic regions throughout Philadelphia.



### **Foster and Adoption.**

We contract with state-licensed agencies who certify homes as placements for children and youth who are not safe in their own homes. The goal of foster care is to reunite children with their families. When this is not possible, as determined by the courts, many resource parents choose to adopt the children who are in their care.



### **Juvenile Justice.**

We operate the county's juvenile detention facility, manage contracts for court-ordered youth programs, and work to divert youth from the formal justice system through intensive prevention services.

# Benefits Offered



The City of Philadelphia employs over 25,000 people in more than 1,000 different job categories. We are committed to developing careers that make a difference in the lives of others. Workplace benefits include:

- 10 vacation day per year (more as seniority increases)
- 15 sick days per year
- 12 holidays per year
- 5 personal leave days per year
- Generous pension programs
- Liberal health benefits
- Paid life insurance
- Hiring bonuses for Juvenile Detention Counselor Trainees
- Education benefits for social workers through the DHS Employee Education Program
- One-time, lump-sum education bonus for social work employees who complete a Master of Social Work degree program
- As a qualifying employer, City of Philadelphia employees are eligible to participate in the Public Service Loan Forgiveness program
- Free commute on SEPTA via the SEPTA Key Advantage Program, with free rides on buses, trains, trolleys, and regional rails. This two-year programs runs through 2025

# Civil Service Hiring Process



Applicants must meet the minimum requirements of the job. Please review the job specification for the job which you are applying for at **[phila.gov/jobs](https://phila.gov/jobs)**.

## Applying and Interviewing

- The first step in the hiring process is to apply online for open positions at [phila.gov/jobs](https://phila.gov/jobs).
- Applicants will be scored and ranked based on the training and experience provided in the online application.
- A list will be established with all eligible candidates, listed by rank.
- DHS Human Resources will contact candidates to interview based on their rank on the eligible list.
- If selected, candidates will receive a conditional offer letter with a tentative start date and instructions to begin the hiring process.

## Hiring Requirements

- **Pre-employment background check** to verify work history, education, and personal details.
- **Clearances** – all three clearances must be dated within a year of hire date. DHS Human Resources can help candidates navigate the clearance process.
  - The Pennsylvania State Criminal History Clearance which is a report of criminal history from the Pennsylvania State Police.
  - The Pennsylvania State Department of Human Services Child Abuse (Childline) Clearance which is a report of child abuse history from the Pennsylvania Department of Human Services. Candidates who have resided outside of Pennsylvania in the last five years are required to obtain child abuse clearances from each state in which you have been a resident.
  - The Federal Bureau of Investigation (FBI) Clearance which is a fingerprint based criminal history report from the FBI.
- **Medical Evaluation** - A medical evaluation (eye test, drug test and a PPD/TB skin test) will be conducted by the City of Philadelphia's Medical Evaluation office.

# Civil Service Hiring Process



- **Driver's License verification** - Your address on your driver's license must correspond to your home address listed on employment application. In addition, your driver's license will be checked for validity.
- **Debt Compliance Certification**
  - To work for the City, you must either certify that you don't owe money to the City or you must enter a payment agreement.
  - When you submit this form, we will check to see if you owe any money to the City. If you owe a debt and are not currently in a payment agreement, we will notify you. The message will describe any debts you owe and tell you what to do next.
- **Residency Requirement** - Philadelphia Civil Service Regulation 30. Residence Requirement. An Ordinance of Council, Bill No. 08003, enacted in 2008 pursuant to authority of Section 7-401(u) of the Charter, requires that every employee in the civil service shall establish his or her bona fide residence in the City within six months of his or her appointment, and shall thereafter maintain bona fide residence in the City, except that no person shall be appointed as a laborer in the civil service of the City unless he or she has been a bona fide resident of the City for at least one year prior to his or her appointment. The City Controller may require proof of the residence of any employee in the civil service.
  - **Residency Waiver** -The Civil Service Commission has waived the usual requirement that candidates for certain positions must be residents of Philadelphia for one year prior to appointment. Instead, establishment of residency in Philadelphia will be required no later than one (1) year after appointment for social work and juvenile detention counselor candidates.
  - Juvenile Detention Counselors with five or more years of service are not required to reside within the City but must reside within the Commonwealth of Pennsylvania.
- Once all hiring requirements are satisfied, candidates will receive a final offer letter confirming a start date and will be contacted to complete final paperwork in the DHS Human Resources office.



# Paid Training



New DHS employees receive 123 hours of Foundations training, along with supplemental presentations. Together, these trainings will help you in your journey to become a child welfare professional. These trainings will cover key concepts such as engagement, risk, safety, permanency, child welfare law, and investigative practices.

Please see the chart below to learn more about the Child Welfare Regional Center Foundations training curriculum. Together, these trainings will help you in your journey to become a child welfare professional and certified Direct Service Worker.

Once hired, employees can work with their Foundations advisor to review and fulfill all their training requirements for certification. To maintain certification, employees are required to complete 20 hours of child welfare training per year.

Training Topics	
<ul style="list-style-type: none"><li>• Introduction to Child Welfare Practice</li><li>• Recognizing and Reporting Child Abuse</li><li>• Introduction to Engagement</li><li>• Introduction to Interviewing</li><li>• CPS and GPS</li><li>• Safety Assessment</li><li>• Risk Assessment</li><li>• Safety Risk Continuum</li><li>• Permanency and Concurrent Planning</li></ul>	<ul style="list-style-type: none"><li>• Introduction to Dependency Court Practice</li><li>• Family Service Planning</li><li>• Achieving Permanency</li><li>• Educational Advocacy</li><li>• Child Development</li><li>• Personal Safety</li><li>• Self-Care</li><li>• Professional Development</li></ul>

# Career Ladders

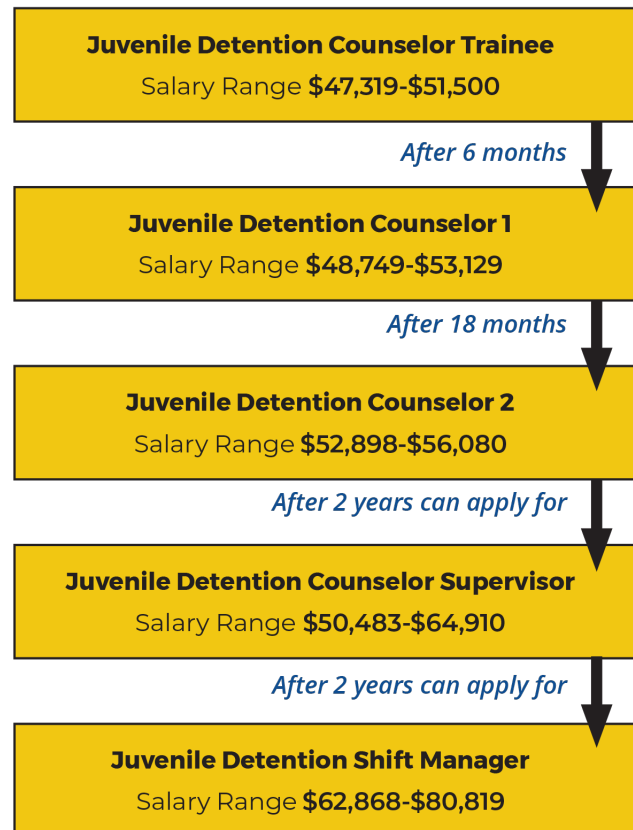


Discover the possible career progressions in certain City careers, along with their salary ranges.

## Social Work Services Trainee



## Juvenile Detention Trainee





Supporting  
outstanding child  
welfare caseworkers  
since 2001!

# Child Welfare Education For Baccalaureates (CWEB)

CWEB's goal is to strengthen public child welfare services in Pennsylvania by educating and arming undergraduate social work majors interested in a dynamic and exciting career in public child welfare who are enrolled in a participating school of social work.

## Participant Benefits

- Fully paid in-state tuition and fees for your senior year
- Fellowship payments of \$600 a month for 8 months
- Upon hire in a county child welfare agency: A bonus payment of \$640 or \$2,200 if completing a Civil Service Intern position (975 internship hours)
- \$100 book allowance for your child welfare class
- Smooth transition from student to employee: Training and child welfare internships are highly valued by counties looking for caseworkers



If you would like to learn more, scan the QR code to the left with a smartphone or access our website at <https://tinyurl.com/CWEBInfo>

INTERESTED?

**Application Deadlines:**

April 30 for Fall Admittance

November 15 for Spring Admittance

Contact your school social work faculty or email [cwerp@pitt.edu](mailto:cwerp@pitt.edu) for details!

# Join Our Team!



Office of  
**Children and Families**  
CITY OF PHILADELPHIA

## Department of Human Services

One Parkway Building  
1515 Arch Street  
Philadelphia, PA 19102  
215-683-4DHS (4347)



**[dhshiringdocs@phila.gov](mailto:dhshiringdocs@phila.gov)**



**[phila.gov/jobs](https://phila.gov/jobs)**

## Connect with Us!



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