



### **Child Welfare Caseworker Application Process**

The vast majority of DHS positions, including Caseworkers, are covered by the Pennsylvania State Civil Service Commission and as such requires interviewing from the list of eligible candidates supplied by the Commission. To apply for a Caseworker position, you are required to take and pass the State Civil Service examination. For more information on the jobs available through the civil service and the examination procedure, please visit [www.scsc.state.pa.us](http://www.scsc.state.pa.us).

#### **Required steps for civil service testing:**

- Create an account
- Search for position
- Complete the online application
- Schedule the exam for a specific date and convenient location
- Take test on scheduled day

#### **After the test:**

- Results and standing on list will be mailed to you in two to four weeks
- Your name will be placed on the list of eligible candidates
- List will be sent to the Department of Human Services
- Letter of inquiry will be sent to you by Human Resources
- Response required within 7 to 10 days
- Interviews scheduled
- Interviews take place
- Offers Given

**Please remember that the entire process from application through interviewing can take several months.**

**To expedite the process, if possible, take the civil service exam prior to Graduation. The exam can be taken up to seven months before graduating.**