



Social Worker III Child and Family Services Review*

**El Dorado County
Health & Human Services Agency**

Application Deadline Tuesday, March 1, 2016 at 5:00pm PST

Monthly Salary \$4,388 - \$5,336

Recruitment Type Open to the public, Full-Time

Tentative Examination Date

Oral Examination Week of March 21, 2016

Examination will be held in El Dorado County

Work Location Placerville and South Lake Tahoe, California

El Dorado County is an Equal Opportunity Employer

The Position

Under general direction, the Social Worker III carries a difficult caseload involving the determination of need for basic social services functions for applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned.

Minimum Qualifications

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

EITHER

Pattern 1: One (1) year of full-time experience performing journey level social work case management in the Social Worker II classification in an Interagency Merit System (IMS) county;

OR

Pattern 2: Two (2) years of full-time social work case management experience** in a public or private agency and thirty (30) semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science;***

OR

Pattern 3: Bachelor's degree and successful completion of twenty-four (24) semester (36 quarter units) of a Master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology, and twelve (12) months of social work case management experience.**

**Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

***Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, law, human services, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

Desirable Qualifications*

California Department of Social Services Child and Family Services Review (CFSR) certified for Child Welfare Services case reviews or the emergency certification.

Three to five years as a case carrying Child Protective Services Social Worker, to include experience in Emergency Response, Family Maintenance, Family Reunification.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The ability to speak and read Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass

the Merit System Services Spanish proficiency examination prior to appointment and, if successful, become eligible for a pay differential of \$1.00 per hour. The differential is defined by the Memorandum of Understanding between the County of El Dorado and the Bargaining Unit representing this job classification. A copy of the Memorandum of Understanding is available on the County of El Dorado website.

There is a pay differential of \$92.30 bi-weekly for full-time South Lake Tahoe employees.

In accordance with California Assembly Bill 218 all applicants who are placed on the eligible list resulting from this recruitment will be required to submit an El Dorado County application and respond to an online Conviction History Questionnaire. Candidates that are placed on the eligible list will be sent an email from El Dorado County with instructions and a link. Failure to respond to this questionnaire within (3) three business days of the notification will result in disqualification from the recruitment.

There is no existing list. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

Merit System Services will conduct a secondary screening to identify the most qualified applicants based on desirable qualifications and/or supplemental responses. Applicants should ensure that all their related education and experience is accounted for on the application at the time of submission and that responses to supplemental questions are complete. Only the most qualified applicants will be invited to attend the next step in the examination process which will be the oral examination.

Knowledge and Abilities

The following may be tested in the examination:

Knowledge of:

- Principles and practices of organization, workload management, and time management.
- Principles and practices of note taking, report writing, and English composition, grammar, punctuation, and spelling.
- Phone etiquette and interview techniques.
- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of analysis and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.
- Principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency and the role and responsibilities of a social worker.
- Community organization and the social problems calling for the use of public and private community resources.
- Current problems and methodology in the field of public social services.

- Medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill.
- Strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.
- Signs, stages and dynamics of abuse, and the effects of abuse on child/adult development and behavior.
- Signs and symptoms of alcohol and drug use/abuse in adults and children and the effects on families.
- Standards for maintaining clients safely in home; options for placement; effects of removing clients from unsafe situations.

Ability to:

- Communicate effectively with others in writing, in person and over the telephone.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Perform job duties under stressful conditions.
- Respond appropriately to situations.
- Maintain confidential information in accordance with legal standards and/or county regulations.
- Understand and apply the agency program, policy and procedures.
- Obtain facts and recognize the relevance and significance.
- Organize and maintain work detail.
- Establish and maintain effective working relationship with agency staff, clients, and outside organizations.
- Analyze situation and adopt effective courses of action.
- Apply the principles of psychology and family relationships to engage individuals and families in social services.
- Recognize signs of abuse for children, elderly and dependent adults; assess risk factors and potential dangers to clients.
- Apply existing laws, rules, and regulations to welfare department operations.
- Interpret and explain to applicants, recipients, or others public social service programs, policies, rules and regulations.
- Develop skill in interviewing case, recording, and interpretation.
- Work within a community setting and effectively use appropriate resources and services.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Communicate effectively both orally and in writing.
- Operate a personal computer and other office equipment and related software.
- Act appropriately in emergency and stressful situations.
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Work with difficult or complex cases/clients including clients with dual diagnoses, potentially dangerous clients or legally complex cases.

- Analyze data from multiple sources, interpret and apply complex directions, rules, policies, procedures and regulations, and develop appropriate responses.

Examination Information

MSS reserves the right to revise the examination plan. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components may consist of a:

SECONDARY SCREENING

This examination will be weighted: Pass/Fail

Based on desirable qualifications and/or supplemental responses

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Analytical Reasoning: Problem Solving, Decision Making
- Interpersonal Skills/Teamwork
- Biopsychosocial Knowledge and Skills
- Communication (Written and Oral)
- Technical and Legal Casework
- Influencing/Negotiating
- Office Skills

Examination Notification

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cpshr.us.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral examination for this position, please note the following: Prior to being scheduled for the oral examination, you may receive an email regarding scheduling an examination time from Merit System Services, mss@cpshr.us. If you do not respond to the email sent to you by the specified deadline, or you are not available on the specified examination date, you will not be scheduled for the oral examination.

Special Testing Arrangements

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact MSS at mss@cpshr.us or 916-263-3614 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

Foreign Education

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to MSS at 916-648-1211 or email them to mss@cpshr.us prior to the application deadline.

About El Dorado County

El Dorado County, with a population of approximately 183,087, is located just 30 miles east of Sacramento, California's State Capitol and only 40 miles west of Carson City, Nevada's State Capitol.

Placerville, the seat of government for El Dorado County, sits at an elevation of about 2,000 feet, with a population of approximately 10,000. South Lake Tahoe sits at an elevation of 6,260 feet and has an approximate population of 21,400.

El Dorado County offers easy access to the entertainment, business, shopping and educational venues of the greater Sacramento region. While also offering many recreational activities including: river rafting, miles of downhill and cross-country skiing, fishing, boating, water-skiing in any of the 200 lakes or 682 miles of rivers, hiking, biking, backpacking, and horseback riding. The county contains over 413,928 square acres of national forests.

How to Apply

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

The information you include on all recruitment and selection related documentation is an integral part of your examination and will be reviewed and evaluated based on the current job requirements. Only the education, experience, and training you list will be compared to the criteria measuring the qualifications for this job, and only applicants with the most relevant education, experience, and training will be included in each phase of the selection process. ***Therefore, it is especially important that your responses to each component of this process be***

as complete and detailed as possible. Please be very careful to list all relevant education, experience, and/or training that should be taken into account for this job.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Please add emails with the extension of @cpshr.us to your safe sender email list (example: mss@cpshr.us). This will help ensure that you receive all MSS notifications. Periodically check your spam folder.

MSS is not responsible for emails that are not received, and examinations will not be re-scheduled as a result of emails not being received.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cpshr.us

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS.

Please make a copy for your file.

This job bulletin will not be available online after the application deadline.

Please print a copy for your records.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Issue Date: February 17, 2016

Class Course Listing

SOCIAL WORKER III – CFSR

EL DORADO COUNTY HEALTH & HUMAN SERVICES AGENCY

APPLICATION DEADLINE: Tuesday, March 1, 2016

If you would like to have your application evaluated based on your coursework, this form must be submitted with the applications. For applicants who apply online, you may enter your coursework in the supplemental section of the online application.

****Only enter the coursework required to meet the Minimum Qualifications****

College transcripts will NOT be accepted.

Name _____ Date _____

Subject	Course #	Course Title	Units	Semester/ Quarter	College

SOCIAL WORKER - SUPPLEMENTAL FORM (Page 1)

EL DORADO COUNTY HEALTH & HUMAN SERVICES AGENCY
APPLICATION DEADLINE: Tuesday, March 1, 2016

Name: _____ Date: _____

I am or have been a probationary or permanent Social Worker in a California County Department of Social Services. (Internship experience is not qualifying) Yes No

If your answer to the above question was no, please complete the rest of the questionnaire.

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. (If you are completing a paper application and need additional room for your responses, please use 8 ½ X 11 paper and attach to this coversheet.)

YOU MUST SUBMIT YOUR RESPONSES TO THIS QUESTIONNAIRE ALONG WITH THE APPLICATION. FAILURE TO DO SO WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

*****FOR APPLICANTS WHO APPLY ONLINE, THE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE ONLINE APPLICATION.*****

The information you provide below is the most important part of this questionnaire! Briefly and accurately number and describe your essential job functions in terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as "assists," "handles," "keeps," or "prepares," unless you describe how you assist, what you prepare, etc. Be specific.

For example:

DO THIS!

- Meets with families to assess their risks initially and an on-going basis.
- Conducts assessments of potential foster homes and families, including relative and non-relative family member homes.
- Conducts initial in-home assessments of the aged and disabled to determine if they qualify for assistance.

DON'T DO THIS

- Meets with families.
- Performs case management.
- Conducts in-home assessments.

SOCIAL WORKER - SUPPLEMENTAL FORM (Page 2)

EL DORADO COUNTY HEALTH & HUMAN SERVICES AGENCY

APPLICATION DEADLINE: Tuesday, March 1, 2016

Name: _____ **Date:** _____

Provide a description of your social work case management experience in the following areas using the guidelines on the previous page. Please provide as much detail as possible. If an area does not apply to your previous experience, please indicate that this section is not applicable by writing N/A. Please write your responses on 8 ½ X 11 paper, reference your responses to the appropriate questions, and attach them to this cover sheet. IF YOU APPLY ONLINE YOU DO NOT NEED TO COMPLETE THIS FORM. IT WILL BE PART OF THE ONLINE APPLICATION.

- a. Adoptions

- b. Family Maintenance

- c. Family Reunification

- d. Foster Care

- e. In-Home Supportive Services

- f. Independent Living Program

- g. Linkages Program

- h. Multi-Purpose Senior Services Program

- i. Protective Services

- j. Other

SUPPLEMENTAL QUESTIONNAIRE

SOCIAL WORKER III – CFSR

EL DORADO COUNTY HEALTH & HUMAN SERVICES AGENCY

APPLICATION DEADLINE: Tuesday, March 1, 2016

Name: _____ Date: _____

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet. **FOR ONLINE APPLICANTS, THESE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE APPLICATION.**

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

1. Provide in detail your experience as a case carrying Child Welfare Services staff person. Include in your response the employer's name, number of hours worked per week, employment dates (month and year), and program areas.
2. Have you completed the California Department of Social Services Child and Family Services Review (CFSR) certification for Child Welfare Services case reviews, or do you have the emergency (temporary) certification?
3. If you have the completed CFSR Certification, when and where did you obtain it?
4. If you have the emergency certification, when and where did you obtain it?
 - a) What date does your emergency certification expire?
 - b) What parts of the full certification do you have remaining to complete?
5. Provide in detail your experience performing case reviews, quality assurance, and compliance monitoring. Include a narrative on how you see the Child and Family Services Reviews assisting States to meet the federal mandates, enhancing the capacity of Child Welfare Agencies, and improving outcomes for families.