



## *Social Worker IV*

### **Tuolumne County Department of Social Services**

***Application Deadline*** Tuesday, August 11, 2015 at 5:00pm PST

***Monthly Salary*** \$3,803 - \$4,643

***Recruitment Type*** Open to the public, Full-Time

#### ***Tentative Examination Dates***

***Writing Assessment*** Week of August 24, 2015

***Oral Examination*** Week of August 24, 2015

*Examinations will be held in Tuolumne County*

***Work Location*** Sonora, California

***Tuolumne County is an Equal Opportunity Employer***

## **The Position**

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The Social Worker IV specializes in cases involving children who have been abused or neglected. The responsibilities may include but are not limited to: investigating and assessing allegations of child abuse and neglect; meeting with clients in their homes to assess safety of children; preparing extensive court reports and associated legal documents; testifying in court; arranging placement for children; transporting children; scheduling appointments and visitation; evaluating compliance with court orders; interpreting policies, rules, and regulations to clients; developing and implementing case plans with families; preparing and maintaining case documentation and other job-related duties as required.

## **Minimum Qualifications**

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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: A Master's degree in Social Work from an accredited college or university;

**OR**

Pattern 2: A Master's degree from an accredited two (2) year counseling program\*;

\*Qualifying counseling degrees from a two (2) year counseling program includes: Marriage and Family Therapy, Clinical Counseling, Mental Health Counseling, Addiction Counseling, Gerontology, Counseling Psychology.

**OR**

Pattern 3: One (1) year of full-time experience performing advanced journey (equivalent to a MSS SW III) level social work case management as a Social Worker in a public or private agency and Master's degree in social or behavioral science, psychology, anthropology, sociology and counseling education.

## **Additional Information**

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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 existing eligible list will be replaced upon completion of this examination. 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.

Some positions may require work in Adoptions. Per the State of California Regulations, Title 22, Division 6, Chapter 9, subsection 89155, applicants for Social Worker IV and Social Worker Supervisor II positions assigned to work in Adoptions must have a Master's degree in Social Work at time of application, in order to be selected for the position. Applicants who are within 6 months of graduation from a qualifying MSW program will be reviewed for further consideration; however, an eligible shall not be hired until completion of the MSW.

5% Differential Pay added for assignments in Child Welfare Services

### **INCENTIVE PROGRAM:**

New employees hired are eligible for the following incentive:

- \$1,000 upon completion of probation
- \$1,000 upon completion of 2.5 years of employment
- \$2,500 upon completion of 5 years of employment
- Up to \$1,500 in moving expenses upon approval of the County Administrator

# Knowledge and Abilities

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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, English composition, grammar, punctuation, and spelling.
- Phone etiquette and interview techniques.
- Principles and practices of counseling, bio-psychosocial assessments and therapy
- Physical and mental health principles and the impact on the personality.
- Local socio-economic conditions, trends, and current problems and methodology in the field of public social services.
- Basic principles and techniques of interviewing and recording the social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency and the role and responsibilities of a social worker.
- Community organizations and social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth and development of personality, and in-group processes.
- 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.
- 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:

- Apply the principles of child psychology and family relationships.
- Evaluate personal psychological factors in the child and/or family's situation.
- Recognize signs of abuse for children, the elderly and dependent adults; assess risk factors and potential dangers to clients.
- Act effectively in stressful situations.
- Demonstrate skill in the more difficult casework areas.

- Accept and use consultative supervision.
- Analyze situations and adopt effective courses of action.
- Apply existing laws, rules and regulations to welfare department operations and interpret and explain to the applicant, recipient, or others public social services programs, policies, rules and regulations.
- Develop skill in interviewing, case recording and interpretation.
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Work constructively within a community setting and effectively use appropriate resources and services.
- Understand and learn the agency programs, policy and procedures.
- Obtain and recognize relevant and significant facts.
- Organize and maintain work detail.
- Relate and work well with agency staff, clients, and others.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Use computers and related software.
- Establish and maintain cooperative working relationships with agency staff, clients, and outside organizations.

## **Examination Information**

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MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. 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:**

### **WRITING ASSESSMENT**

This examination will not be weighted. It will be used for advisory purposes only.

Categories tested may include:

- Grammar and Syntax
- Spelling and Capitalization
- Punctuation
- Vocabulary
- Tone / Voice
- Composition and Structure
- Accuracy
- Analysis

### **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**

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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](mailto: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 exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email regarding scheduling an appointment from Merit System Services, [mss@cpshr.us](mailto: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 exam date, you will not be scheduled for the oral exam.

## **Special Testing Arrangements**

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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](mailto: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 exam.

## **Foreign Education**

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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](http://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](mailto:mss@cpshr.us) prior to the application deadline.

## About Tuolumne County

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Tuolumne County, with a population of 54,501 is located two hours from Sacramento and 2.5 hours from San Francisco. The County stretches from the foothills to the crest of the Sierra Nevada Mountains.

Sonora, the county seat and only incorporated city within the County, has a population of approximately 4,423.

Tuolumne County contains Yosemite National Park, and is abundant with great rivers and lakes and allows residents to experience the best of nature's four seasons. The County's main attractions include recreational and entertainment opportunities. The County has historic gold mining towns, wine tasting, steam railroad excursions, stagecoach rides, fireman's musters, antique fairs, live music, and theater year round. The topography provides for fishing, boating, white-water rafting, and water-skiing as well as superb snow skiing and high-country horse packing.

## Who May Apply

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Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for this recruitment.

## How to Apply

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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](http://www.mss.ca.gov) and following the instructions.

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.

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](http://www.mss.ca.gov)

Email: [mss@cpshr.us](mailto: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: July 29, 2015***

# SUPPLEMENTAL EDUCATION FORM

## SOCIAL WORKER IV

*Tuolumne County Department of Social Services*

**APPLICATION DEADLINE: Tuesday, August 11, 2015**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

FOR ONLINE APPLICANTS, THESE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE APPLICATION.

<p><b>As of today, have you received a MSW or a two year counseling degree from an accredited college or university in the United States or Canada? If yes, you do NOT need to complete the remainder of the form.</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p><b>If no, will you obtain your MSW or two year counseling degree within the next six months?</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<p><b>Are you an MFT or do you have an MFT intern number?</b></p> <ul style="list-style-type: none"> <li>• If <b>yes</b>, please enter your MFT or MFT intern number.</li> <li>• If <b>no</b>, please complete the remainder of the form.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No Intern # _____
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**Name of school where Master's degree was obtained:** \_\_\_\_\_

**Total number of units required for degree:** \_\_\_\_\_  Quarter  Semester

**Have you completed a field placement or internship as part of your Master's program?**  Yes  No

**(If yes, respond to the questions below.)**

Please respond to the following questions by writing your narrative responses on the back of this form or on a separate sheet attached to this form:

<b>A.</b>	<p><b>Where did you complete your field placement?</b> (Identify the name, nature, and mission of the agency, i.e., public agency, private, type of clients served, et cetera.)</p>
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<b>B.</b>	<p><b>Was this a closely supervised placement?</b> If yes, attach a description of the method and frequency of supervision.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>C.</b>	<p><b>How was your field placement evaluated and by whom?</b> (Name and title of person who performed your evaluation)</p>
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<b>D.</b>	<p><b>Length of field placement?</b> From: Month _____/Year _____ Hours per week _____</p> <p>To: Month _____/Year _____ Total hours in this placement: _____</p>
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<b>E.</b>	<p><b>Did this placement include working with a caseload?</b> If yes, provide a description of your responsibilities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>F.</b>	<p><b>Did this placement include family or child counseling?</b> If yes, provide a description of your responsibilities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>G.</b>	<p><b>Did this placement involve working with child protective services or abused/neglected children?</b> If yes, provide a description of your responsibilities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>H.</b>	<p><b>Did this placement include work with court responsibilities?</b> If yes, provide a description of your responsibilities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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