



## ***Social Worker IV***

### **Calaveras County Health and Human Services Agency**

***Application Deadline*** Thursday, January 21, 2016 at 5:00pm PST

***Monthly Salary*** SWIV: \$4,611 - \$5,606  
LCSW: \$5,533 - \$6,727

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

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

***Writing Assessment*** Week of February 8, 2016

***Oral Examination*** Week of February 8, 2016

*Examinations will be held in Calaveras County*

***Work Location*** San Andreas, California

***Calaveras County is an Equal Opportunity Employer***

## **The Position**

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The Social Worker IV is an advanced level social worker. The current vacancy is in Adoptions. This position will specialize in adoptions of foster children. The responsibilities may include but are not limited to; conducting adoption home studies, court reports and other required processes to finalize adoption for foster children; provide intensive casework services for foster children and prospective adoptive parents; testifying in court; scheduling appointments and visitations; ensuring homes for placement meet safety requirements; assess criminal and CPS backgrounds; collect and review required health examinations; assess prospective adoptive parents ability to meet a child's need in term of age, gender, health, education, emotional, physical, culture, religion, and ethnicity; conduct group sessions with prospective adoptive parents, provide training and education and information on preparation for adoption of foster children; recruit and retain prospective adoptive parents; maintain 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.

**NOTE:** Applicants who anticipate completing the requirements for a qualifying Master's Degree within six months of the final filing date may apply.

## **Desirable Qualification**

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For this vacancy, license to practice as a Licensed Clinical Social Worker (LCSW) in California is a desirable qualification.

## **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; ability to work a flexible work schedule; and ability to travel within the state and work out of the county.

**APPLICANTS WILL BE SCREENED BASED UPON THEIR RESPONSES TO THE SUPPLEMENTAL QUESTIONS ON LICENSURE AND EDUCATION. THOSE THAT ARE DETERMINED TO BE MOST HIGHLY QUALIFIED WILL BE INVITED TO PARTICIPATE IN THE NEXT STEP OF THE SELECTION PROCESS, WHICH WILL BE THE ORAL EXAMINATION.**

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. Only applicants with Master's Degree in Social Work or LCSW will move to the next stage of the recruitment, which is the oral exam.

## **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. In the event that an oral examination is waived, candidates will be ranked on the eligible list based on their written examination scores only. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

**The examination components may consist of:**

## **SECONDARY SCREENING**

This examination will be weighted: Pass/Fail  
Based on responses to the supplemental questions

## **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

## **Ex a m i n a t i o n   N o t i f i c a t i o n**

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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 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](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 examination date, you will not be scheduled for the oral examination.

## 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 Calaveras County

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Calaveras County, with a population of approximately 44,515, is located in the Gold Country. San Andreas, the county seat, is located 65 miles from Sacramento.

Angels Camp, with a population of 3,235, is the only incorporated town within the County.

Calaveras County is known for its boutique wineries, main industries include lumbering and ranching. The county ranges from sea level to over 8,000 feet and is bordered by the Mokelumne River to the north and the Stanislaus River to the south. Calaveras offers year-round outdoor recreation and special events, antiques, art, theater, museums, and wine tasting.

## 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.

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 Human Resources 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: January 7, 2016***

# SUPPLEMENTAL EDUCATION FORM

## SOCIAL WORKER IV

*Calaveras County Health and Human Services Agency*

*APPLICATION DEADLINE: Thursday, January 21, 2016*

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

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

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

<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?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>If no, will you obtain your MSW or two year counseling degree within the next six months?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Are you an MFT or do you have an MFT intern number?</b>  • If yes, please enter your MFT or MFT intern number.	<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:

A.	<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.)
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B.	<b>Was this a closely supervised placement?</b> If yes, attach a description of the method and frequency of supervision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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C.	<b>How was your field placement evaluated and by whom?</b> (Name and title of person who performed your evaluation)
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D.	<b>Length of field placement?</b> From: Month _____/Year _____ Hours per week _____ To: Month _____/Year _____ Total hours in this placement: _____
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E.	<b>Did this placement include working with a caseload?</b> If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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F.	<b>Did this placement include family or child counseling?</b> If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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G.	<b>Did this placement involve working with child protective services or abused/neglected children?</b> If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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H.	<b>Did this placement include work with court responsibilities?</b> If yes, provide a description of your responsibilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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# **SUPPLEMENTAL QUESTIONNAIRE**

## **SOCIAL WORKER IV**

**Calaveras County Health and Human Services Agency**

**APPLICATION DEADLINE: Thursday, January 21, 2016**

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**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. Do you have a Master's Degree in Social Work? Yes  No
2. Are you a Licensed Clinical Social Worker? Yes  No
3. If yes, what is your license number? \_\_\_\_\_