

Social Worker III

Monterey County Department of Social Services

Application Deadline Friday, July 28, 2017 at 5:00pm PST

Monthly Salary \$4,103 - \$5,603

Recruitment Type Open to the Public, Full-Time

Tentative Examination Date

Oral Examination Week of August 14, 2017

Examination will be held in Monterey County

Work Location Salinas, King City, and Marina, California

Monterey County is an Equal Opportunity Employer - Minorities, veterans, and persons with disabilities are strongly encouraged to apply.

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; required to be on-call outside of the normal business hours which includes evenings and/or weekends as assigned; and other duties as required.

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. The knowledge, skills and abilities may be acquired through various types of experience, education or training, typically:

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.

To view additional information about the typical duties, knowledge, skills and abilities for this classification, please visit our website at https://secure1.cpshr.us/mss_jobs/InfoListings.aspx and search for the classification title.

Typical Duties

Duties may include, but are not limited to, the following:

- Carries a caseload of more difficult types of social services cases requiring a high degree of technical competence, such as situations where environmental forces affect family life
- Receives and responds to reports of suspected abuse; obtains information from reporters; personally investigates and assesses situations to protect vulnerable adults and children and recommends alternate placement; may provide information to law enforcement or district attorneys; may be required to work on-call; may testify in court
- Performs case studies and evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment
- Develops and carries out social treatment plans for an assigned caseload; ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in

conformance with agency, state and federal requirements; assists clients and family members to develop strategies to accomplish case plan goals

- Counsels or provides guidance and support to individuals and/or families with more complex or specialized needs including Adult Protective Services, crisis intervention, special medical or legal needs, and other social services
- Refers clients to other staff members or to community resources for direct and intensive services and specialized counseling; advocates on clients behalf for most appropriate services including enabling services
- Makes a diagnosis of client problems and follows through with the social treatment plans with a high degree of independence
- Interprets policies, rules, and regulations to client, applicants, and others
- May act as a lead worker to a small group of social service workers or service employees
- Assists applicants and recipients in utilizing available resources for individual needs
- Makes home visits in connection with casework assignments
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems
- Enters and retrieves data and narratives from automated computer systems
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence
- Receives casework consultation from professionally trained staff members
- May be required to testify in court
- Works with community organizations and makes referrals to outside resources
- Provides self-help information, education, and services; works with clients and caregivers to develop and improve caregiving and independent living skills
- Obtains and evaluates police, medical, and psychological reports
- Maintains client confidentiality; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics
- Performs related duties as assigned

Additional Information

Employees must have and show their original Social Security Card and a valid California Driver License on first day of work. Employees who drive on County business to carry out job-related duties must possess a valid California Driver License for the class of vehicle driven. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

This position is non-exempt from the Fair Labor Standards Act (FLSA) and is eligible for overtime pay.

All new hires will be subject to Live Scan Fingerprinting.

Monterey County is a Drug-Free Workplace.

The ability to speak, read, and write 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 bilingual proficiency examination administered by CPS HR Consulting prior to appointment.

Examination Information

The examination process may include one or more of the following components: application evaluation, computer skills assessment, secondary screening, supplemental questionnaire, written examination, writing assessment, job related exercise, and/or a structured oral examination.

The tentative dates of the examination components are listed on the first page of this job bulletin. In the event that a supplemental questionnaire is included, please note that the answers provided may be used as a secondary screening to evaluate applicants.

The exam will be weighed based on the examination components administered for this recruitment.

Notifications

CPS HR Consulting will send you an email informing you of your status once it has been determined. Applicants who apply via a paper application and do not provide an email address will receive all recruitment notification(s) via United States Postal Service. Applicants selected to continue in the examination process will be invited to the next step. If you have not received notice at least two (2) working days prior to the tentative test date, please contact CPS HR Consulting at mss@cpsshr.us.

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

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

Some positions require that all approved applicants 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 CPS HR Consulting, mss@cpsshr.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 CPS HR Consulting at mss@cpsshr.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. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to CPS HR Consulting at 916-648-1211 or by email to mss@cpshr.us prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

About Monterey County

Monterey County, with a population of approximately 428,826, is located on the central coast of California, approximately two hours south of San Francisco.

Salinas, the county seat, has a population of approximately 155,662.

Monterey County offers a mild, spring-like climate year-round. The County offers a wide range of scenic locals including: Monterey's picturesque bay and seaside restaurants, the Salinas Valley's hillside vineyards, Big Sur's rugged coastline and redwood groves, Pebble Beach's perfectly groomed golf courses, Salinas' renowned old-fashioned rodeo, and Carmel-by-the-Sea's elite music and art festivals.

How to Apply

Applicants must submit a completed online 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 follow 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.*** 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. POSTMARKS ARE NOT ACCEPTED. Application packets may be obtained by contacting

CPS HR Consulting, or the Social Services, Child Support, or Human Resources Department in the County.

CPS HR Consulting
Merit System Services Unit
241 Lathrop Way, Sacramento, CA 95815
Website: www.mss.ca.gov
Email: mss@cpsshr.us
Phone: (916) 263-3614

Note: Your application and any additional material become the property of CPS HR Consulting.

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. CPS HR Consulting 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 13, 2017

Class Course Listing

SOCIAL WORKER III

Monterey County Department of Social Services

Application Deadline: Friday, July 28, 2017

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)

Monterey County Department of Social Services
Application Deadline: Friday, July 28, 2017

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. (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)

Monterey County Department of Social Services
Application Deadline: Friday, July 28, 2017

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