

## ***Social Worker IV***

### **Monterey County Department of Social Services**

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

***Monthly Salary*** \$4,532 - \$6,190

***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 and Marina, California

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

## **The Position**

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Under general direction, a Social Worker IV provides clients with social services requiring a high level of expertise and the application of advanced techniques related to protective services for children and adults. Examples of duties include: complying with state and federal laws related to the provision of protective services for children and adults, and all departmental guidelines, policies, practices, and procedures, and directives; responding to reports of abuse and/or neglect; determining types of services needed, referring clients to other professionals and resources when appropriate; developing case plans and managing a client caseload; documenting all client related contact and actions taken for each assigned case; completing mandated reports by the established deadlines, including, court imposed deadlines; 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**

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

**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 are within six months of graduation from a qualifying MSW program will be reviewed for further consideration; however, an eligible shall not be hired until completion and receipt of the MSW.

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](https://secure1.cpshr.us/mss_jobs/InfoListings.aspx) and search for the classification title.

## Typical Duties

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- Performs case studies for the purpose of assessing problems and determining appropriate types and methods of treatment.
- Develops intensive long or short-term treatment plans, which require a comprehensive fund of professional knowledge with the aim of improving or restoring individual or family functioning.
- Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and in conformance with agency, state and federal requirements.
- Acts as a casework consultant to staff members without professional training.
- Functions at a highly skilled level in such areas as counseling, protective services, medical social work, family services, community organization and research.
- May perform the following specific types of counseling: marital, family inter-relationship, protective services for children or adults incapable of self-care.
- Investigates and provides services to children where their physical or emotional welfare is involved such as cases of neglect, abuse, emotional or behavioral problems, physical or mental disabilities, or other health conditions involving a child's personality; unmarried parenthood; conflict in parent-child relationships; lack of proper guardianship of a child; problems in school or community relationships; inadequate child care arrangements by

working parents or the absence of one parent from the home and its effects on the stability of the child's home.

- Receives reports of children, dependent adults and elderly abuse; investigates allegations by conducting interviews with victims and others; assesses situations to protect vulnerable adults and children and recommends, implements and monitors alternate placement, may remove children from unsafe situations; may provide information to law enforcement or district attorneys; may be required to work on-call; may testify in court; supports witnesses and victims who must testify in court.
- Assesses prospective foster and adoptive parents; matches children with adoptive/foster parents, and counsels foster and adoptive families.
- 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.
- Coordinates and directly monitors family visitations to assess progress toward the case plan goals.
- Interprets and explains rules, regulations and policies to clients and applicants.
- Maintains casework records and handles relevant correspondence.
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems.
- Operates a personal computer and other office equipment; 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.
- Communicates effectively with clients and others in writing, in person, and over the telephone.
- Analyzes data, interprets directions, procedures and regulations, and develops appropriate responses.
- Performs job duties under stressful conditions and emergency situations.
- Responds appropriately to situations.
- Maintains confidential information in accordance with legal standards and/or County regulations; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.
- Performs related duties as assigned.

## Additional Information

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**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 exempt from the Fair Labor Standards Act (FLSA) and is not 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.

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.

## Examination Information

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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

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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](mailto: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](mailto: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

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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 CPS HR Consulting at [mss@cpsshr.us](mailto: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

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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). 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@cpsshr.us](mailto:mss@cpsshr.us) prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.

## About Monterey County

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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

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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](http://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](http://www.mss.ca.gov)  
Email: [mss@cpsshr.us](mailto: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***

# SUPPLEMENTAL EDUCATION FORM

## SOCIAL WORKER IV

**Monterey County Department of Social Services**

**Application Deadline: Friday, July 28, 2017**

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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<b>Name of school where Master's degree was obtained:</b> _____ <b>Total number of units required for degree:</b> _____ <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <b>Have you completed a field placement or internship as part of your Master's program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, respond to the questions below.)
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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>	<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.</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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<b>C.</b>	<b>How was your field placement evaluated and by whom?</b> (Name and title of person who performed your evaluation)
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<b>D.</b>	<b>Length of field placement?</b> From: Month _____/Year _____ Hours per week _____ To: Month _____/Year _____ Total hours in this placement: _____
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<b>E.</b>	<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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<b>F.</b>	<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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<b>G.</b>	<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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<b>H.</b>	<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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