

RECEIVED

July 8, 2010

TEHAMA COUNTY CLERK OF THE BOARD OF SUPERVISORS

SOCIAL WORKER III/IV

TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES

Application Deadline:

July 21, 2010 Close of Business

Oral Examination Date:

Tentatively scheduled for the week of August 16, 2010

Location:

The administrative offices for the Tehama County Department of Social Services are located in Red Bluff and Corning, California.

The existing eligible lists will be abolished upon the completion of these examinations.

Social Worker III - \$3,148 - \$3,837 Monthly

Working 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.

Social Worker IV - \$3,391 - \$4,132 Monthly

Working under general direction, the Social Worker IV performs casework of an advanced nature dealing with complex individual and family problems; undertakes intensive treatment plans and counseling requiring professional knowledge and training; performs other related work as assigned.

Minimum Qualifications

See Reverse

Additional Information

A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

At the discretion of the Tehama County Department of Social Services and with the approval of Merit System Services, qualified candidates certified to the eligible list established by this exam may be appointed to the Social Worker IV level if the appointee meets the minimum requirements.



Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

Social Worker III:

EITHER

One (1) year of full-time experience comparable to the Social Worker II classification.

OR

Two (2) years of full-time experience as a Social Worker in a public or private agency **and** thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science*.

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

Social Worker IV:

EITHER

A Master's degree in Social Work;

OR

A Master's degree from a two (2) year counseling program.

[Qualifying master's degrees from a two - year counseling program are those that included an internship or supervised fieldwork (minimum of 900 hours) and completion of approximately 45 semester or 67 quarter units of graduate level courses with emphasis in vocational rehabilitation, family or marriage counseling, gerontology, or a closely related field. Completion of all of the requirements for a Marriage and Family Therapy (MFT) license program may be substituted upon submission of verifying proof.]

Tehama County is an Equal Opportunity Employer ADA/EEO/DRUG-FREE WORKPLACE

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and supplemental questionnaire. Social Worker III applicants wishing to use their education to qualify must also submit the Class Course Listing. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Tehama County Department of Social Services administrative offices, or the County Personnel Department. Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815 (916) 263-3614

Note: Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. Dependent upon your notification preference, MSS will send you a letter via U.S. Mail and/or email informing you of your status once it has been determined. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least TWO WEEKS PRIOR to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at www.eres.com for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

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 8, 2010

SOCIAL WORKER III APPLICANT'S LIST OF COMPLETED COLLEGE COURSES					
Name:					
County Applying To:	Date:				
Attach this completed form to your MSS application and send to: Merit System Services 241 Lathrop Way Sacramento, CA 95815					

The minimum qualifications for **Social Worker I** require successful completion of thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science*. Applicants for **Social Worker II** and **Social Worker III** who wish to use their education to qualify must also demonstrate successful completion of the college units described herein by completing this form and submitting it with their completed MSS application.

*Examples of acceptable courses include those in the following areas of study: Anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION IF YOU ARE RELYING ON YOUR EDUCATION TO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION. (College transcripts MAY NOT be substituted in lieu of completing this form.)

Subject	Course Title	# of Units	Semester or Quarter Units	Name of College

SOCIAL WORKER III TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES Name: Application Deadline: 7/21/10 Address: Send this and all application materials to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815

I am or have been a Social Worker in a California County Department of Social Services.

☐ 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. Your responses will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. Your responses may be considered as part of the Oral Examination. It is important that your responses be as complete and detailed as possible.

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE FINAL FILING DATE WILL ELIMINATE YOU FROM THE EXAMINATION.

The information you provide on the next page 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.

SUPPLEMENTAL QUESTIONNAIRE (Page 2) SOCIAL WORKER III TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES Name: Application Deadline: 7/21/10 Send this and all application material to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815

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.

- 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

Candidate's Signature: Date:	
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SUPPLEMENT	TAL APPLICATI	ON			
SOCIAL WORKER IV TEHAMA COUNTY DEPARTMENT OF SOCIAL SERVICES					
Name:	APPLICATION DEADLINE: 07/21/10				
Address:	Send this and all				
	application material to:				
	MERIT SYSTEM SERVICES				
Phone:	241 Lathrop Way				
Filone.	Sacramento, CA 95815				
Do you have an MSW?	_Yes _No			_ No	
	If yes, you do NOT need to complete the remainder of the form.			N.	
Are you an MFT or do you have an MFT intern number? If yes,			Yes	_ No	
please enter your MFT or MFT intern number					
If no, please complete the remainder of the form.					
Name of school where Master's degree was obta	ined				
Name of school where master's degree was obta	iiieu				
Total number of units required for degree:			_ Quarter	Semester	
Harris and the description of the second section of the sect	1.1				
Have you completed a field placement or interns			V	NIa	
Master's program? (If yes, respond to the quest	ions below.)		_ Yes	_ No	
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:					
Where did you complete your field placement?					
A. name, nature, and mission of the agency, i.e., public agency, private, type of clients served, et cetera.)					
Was this a closely supervised placement? If y		VEC		NO	
description of the method and frequency of su	pervision.	_ YES		_ NO	
C. How was your field placement evaluated and b					
(Name and title of person who performed your		From:	N/A	onth /Year	
		To:		onth /Year	
D. Length of field placement?				······	
			oer week		
District the state of the state	Total hours in this place			placement	
E. Did this placement include working with a cas provide a description of your responsibilities.	eload? If yes,	_ YES NO		_ NO	
Did this placement include family or child cou		_ YES		_ NO	
yes, provide a description of your responsibili	ties.	_ 123		_ NO	
Did this placement involve working with child			VEQ. NO.		
G. services or abused/neglected children? If yes description of your responsibilities.	, provide a	_ YES		_ NO	
Did this placement include work with court res		_ YES		NO	
H. If yes, provide a description of your responsib		_ 1 = 5		_ NO	
				-1	
Candidate's Signature:			Date:		