



## Sonoma County Job Announcement

### Foster Parent Recruiter (CST: Social Service Worker III) Recruitment #1002-3003-O

Salary:	\$25.72 - \$31.27/hour; \$4,473.39 - \$5,438.69/month; \$53,680.68 - \$65,264.28/year
Department:	Human Services
Date Opened:	2/25/2010 8:00:00 AM
Filing Deadline:	3/9/2010 11:59:00 PM
Job Type:	Full Time (40 hrs/week)
Recruiter:	Marina Luna
HR Tech:	David Phillips

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#### POSITION INFORMATION

The County of Sonoma is seeking a qualified applicant to fill **one FULL-TIME** vacancy in the Family, Youth & Children's Division of the Human Services Department. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies for Foster Parent Recruiter, as they occur during the active status of this list.

Responsibilities of the Foster Parent Recruiter include developing and implementing recruitment activities to attract potential foster home licensees; developing and implementing foster parent training programs; providing consultation services to the foster parent association; developing and/or locating supportive foster parent resources; assisting in resolving problems between agency and foster parents; conducting related group orientation meetings; carrying a specialized foster parent/social work caseload; working closely with other agencies; conferring and consulting with staff members regarding the availability, characteristics, and suitability of various foster homes and facilities for the placement of children; preparing and maintaining case records, reports, and forms; developing and maintaining contact with a large number of diverse community resources including schools, church groups and other public and private organizations; participating in agency committees; coordinating designated special projects such as the annual foster parent picnic and foster parent recognition events; and other duties as required.

The successful candidate for the current vacancy will possess the following:

- Proven success implementing foster care parenting recruitment and marketing strategies
- Progressively responsible experience as a Social Worker
- Strong customer service and interpersonal skills
- The ability to engage and develop rapport quickly with individuals and families
- Excellent verbal and written communication skills
- The ability to effectively organize and deliver presentations to the public
- Strength based interview skills to evaluate and encourage persons interested in becoming foster parents

Bilingual (Spanish/English) Skills are highly desirable.

**TENTATIVE ORAL BOARD EXAMINATION DATE(S): TUESDAY, MARCH 30, 2010.**

#### KNOWLEDGE, SKILLS, AND ABILITIES

**Considerable knowledge of:** the basic principles and theories of sociology and psychology including abnormal psychology, human growth and development, group and family dynamics; principles and techniques of interviewing and recording social case work; principles of individual and group behavior; provisions of federal, state, and local welfare programs and the laws, rules and regulations governing their applications; community organizations and resources; socioeconomic conditions and trends; current problems and methodology in public social service.

**Working knowledge of:** supervisory techniques and practices.

**Ability to:** assess and evaluate data and develop an effective course of action; apply laws, rules, and regulations to welfare department operation; interpret social service programs to applicants, recipients, and the public; make effective use of resources and services in the community; develop and maintain effective working relationships with clients, departmental staff, public and private Social Service agencies, community based organizations and the public; accept and use consultative supervision and act effectively under stressful situations; control personal bias and apply social work ethics; input data, reports and narratives into a computer system; keep detailed records and prepare reports and correspondence.

#### MINIMUM QUALIFICATIONS

**Education and Experience:** Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, graduation from college, with a degree in social work, sociology, psychology or other behavioral science; and two years experience at the level of Social Service worker II.

**OR**

Academic coursework at a college or university in social work, psychology, sociology, and other behavior science; and four years of progressively responsible experience in a social work agency at least two of which were at the level of Social Service Worker II would provide such opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon

assignment to perform the essential job functions of the position.

## SELECTION PROCEDURE

### **APPLICATION INSTRUCTIONS**

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

### **APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

The selection procedure will consist of the following examination(s):

1. An **Application and Supplemental Questionnaire Appraisal (pass/not pass)** will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities, which relate to this position to ensure satisfaction of the minimum qualification for this position.
2. If a significant number of qualified applications is received, an **Oral Interview Examination (weight 100%)** will be conducted. Only the most suitably qualified applicants from the application and supplemental questionnaire appraisal will be invited to an oral examination. Candidate's related knowledge, skills, and abilities will be evaluated in the oral interview examination. **APPLICANTS MUST PASS THE ORAL EXAMINATION WITH A SCORE OF 70% OR HIGHER, AS ESTABLISHED BY THE PASS POINT, TO BE PLACED ON THE EMPLOYMENT LIST.**

**TENTATIVE ORAL BOARD EXAMINATION DATE(S): TUESDAY, MARCH 30, 2010.**

### **ADDITIONAL INFORMATION:**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

Applications are accepted on-line at [www.jobaps.com/sonoma](http://www.jobaps.com/sonoma). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement.

**The County of Sonoma is committed to a policy and actively pursues a program of**

## equal employment and non-discrimination.

### MISCELLANEOUS INFORMATION

In an effort to mitigate the impact of budget reductions on the County workforce, the County of Sonoma implemented a program of mandatory time off for the current fiscal year. Most County offices, activities, and services were closed from December 24, 2009 through December 31, 2009. During that period, most County employees were on a work furlough. The amount of pay deducted for the unpaid furlough time was determined by the employee's regularly allocated work schedule and the number of pay periods remaining in the current fiscal year in order to accomplish a 40 hour contribution by June 28, 2010.

In order to minimize the impact of the unpaid furlough on employees, a deduction is being withheld each pay period from the date of hire through the end of the fiscal year in June 2010. Employees hired before the holiday closure participated in the full 40 hour furlough. The 40 hour deduction is being amortized over the period between date of hire and the end of the fiscal year in June 2010.

Employees hired after January 3, 2010, and prior to the end of the fiscal year in June 2010, will accrue unpaid leave hours (MTO) on a pro-rated basis. Deduction of the accrued MTO hours will be amortized over the remaining pay periods in the fiscal year. Hours accumulated as a result of this deduction shall be used as time off prior to the use of any accumulated vacation leave, by mutual agreement of the employee and their department head or designee.

**MTO for part-time employees will be pro-rated, based upon their assigned FTE.**

### SONOMA COUNTY BENEFITS

#### COUNTY OF SONOMA BENEFITS: GENERAL\*

These are some of the excellent benefits the County offers:

#### GENEROUS PAID TIME OFF:

Vacation Leave: Generous vacation accrual based on years of County service

Sick Leave: No limit on accumulation

Holidays: 11 paid holidays plus 8-10 hours annual compensatory time

#### COMPREHENSIVE RETIREMENT:

Retirement Plan: 3% @60 general retirement tax deferred contributory system under the County Retirement Act of 1937. Fully integrated with Social Security. 3% @50 for most law enforcement job classes

Deferred Compensation: 457 plan

Retiree medical: The County provides a reimbursement program to assist in funding health benefits upon retirement.

#### EXCEPTIONAL HEALTH AND WELFARE PLANS:

Insurance: Vision and employee long term disability plan paid by the County. Dental coverage and choice of three health plans with generous portions of premiums paid by the County

Cash Allowance: Effective May 2009 a cash allowance of approximately \$600/month that may be used towards health contribution accounts, deferred compensation, or as cash

Group Term Life Insurance for \$10,000 paid by the County

Textbook & Tuition reimbursement: For approved job-related training and educational course work

Tax exempt health/dependent care reimbursement program

AND MORE.....

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331.

\*The benefits listed herein are intended to give job applicants a general sense of the excellent overall benefit package County of Sonoma employees enjoy. Benefits may vary depending on bargaining unit and applicants should confirm benefits for a particular position during the hiring process. Additionally, benefits described herein do not represent a contract and may be changed without notice.

Updated 01/12/10

RETURN EMPLOYMENT APPLICATIONS AND SUPPLEMENTAL DATA TO:

575 Administration Drive Suite 116B

Santa Rosa, CA 95403 (707) 565-2331

<http://www.yourpath2sonomacounty.org>