

# CAREER OPPORTUNITY

## **SOCIAL WORKER SUPERVISOR I – ADULT SERVICES**

**LAKE COUNTY DEPARTMENT OF SOCIAL SERVICES**

**Monthly Salary: \$3,889 - \$4,727**

**Application Deadline:**

**August 20, 2010**

Close of Business

**Oral Examination:**

Tentatively scheduled for the  
**week of September 6, 2010**

**Location:**

The position will be located in  
Lower Lake.

There is no existing eligible list.

**The Position**

Under general direction, the Social Worker Supervisor I plans, organizes and supervises social service staff engaged in providing information and referral services, adult protective services, and emergency response services; and performs other related work as assigned. This position is in Adult Services.

**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.

**EITHER**

Two (2) years of full-time experience performing duties comparable to the Social Worker II classification. (One year of graduate work in social work or counseling may substitute for one year of the required experience.)

**OR**

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

**Additional Information:**

License: 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.

Position may also require pre-employment health screening and successful completion of a background check.

# Lake County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and supplemental questionnaire. Applicants are encouraged to apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Lake 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](http://www.eres.com) for information on equivalency. Additional 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 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 Re-Issue Date: August 5, 2010

**SUPPLEMENTAL QUESTIONNAIRE**

**SOCIAL WORKER SUPERVISOR I  
LAKE COUNTY DEPARTMENT OF SOCIAL SERVICES**

<b>Name:</b>	<b>Application Deadline: 8/20/10</b>  Send this and all application materials to:  <b>MERIT SYSTEM SERVICES</b> 241 Lathrop Way Sacramento, CA 95815
<b>Address:</b>	
<b>Daytime Telephone:</b>	

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)**

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<b>Address:</b>	
<b>Daytime Telephone:</b>	

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