

Career OPPORTUNITY

SOCIAL WORKER I – EXTRA HELP**

NAPA COUNTY HEALTH & HUMAN SERVICES AGENCY

Hourly Salary: \$23.53 – \$28.11

Application Deadline:
August 20, 2010
Close of Business

Written Test Date:
Tentatively scheduled for
Saturday, September 11, 2010

Oral Examination Date:
Tentatively scheduled for the
week of September 27, 2010

Location:

The administrative offices for the Napa County Health & Human Services are located in Napa, California.

The existing eligible list will be abolished upon completion of this examination.

****This is an extra-help position working approximately 15 hours per week.**

***SEE REVERSE FOR
INSTRUCTIONS ON
HOW TO APPLY FOR
THIS POSITION***

The Position

Working under close supervision, Social Worker I is the entry/trainee class in the professional Social Worker series. Employees in this class carry a limited non-complex caseload and receive in-service training in departmental organization, social services programs, basic case study methods, and casework services.

Social Workers are currently needed to assist in Child Welfare Services with supervised court ordered visits and contacts with children and families; and other duties as assigned.

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

Graduation from a four year college;

OR

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*,

AND

One (1) year of full-time experience comparable to the Social Service Aide, Eligibility Worker II, or Employment and Training Worker II classification; **OR**

Three (3) years of full-time experience comparable to the Vocational Assistant or Homemaker classification; **OR**

Two (2) years of full-time experience as a teacher or nurse, or as a counselor in a public or private social service agency.

* 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.

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.

Napa County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application. 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 Napa County Health & Human Services Agency 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: August 13, 2010

SOCIAL WORKER I, II, III APPLICANT'S LIST OF COMPLETED COLLEGE COURSES	
Name:	SSN:
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.)

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