

CAREER OPPORTUNITY

SOCIAL SERVICES WORKER IV**

(MSS TITLE: SOCIAL WORKER IV)

NEVADA COUNTY HEALTH & HUMAN SERVICES AGENCY

DEPARTMENT OF SOCIAL SERVICES

Monthly Salary: \$4,575 - \$5,585

(Salary reflects an additional differential of 10% of base pay for working in the Truckee Area)

Application Deadline:

May 15, 2009

Close of business

Oral Examination:

Tentatively scheduled for the
week of June 1, 2009

Location:

The administrative offices for the Nevada County Health & Human Services Agency - Department of Social Services are located in Truckee, California.

**This position is with Child Protective Services.

The eligible list resulting from this recruitment may be used to fill future extra-help, part-time and full time permanent vacancies.

SEE REVERSE FOR INSTRUCTIONS ON HOW TO APPLY FOR THIS POSITION



The Position

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

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. Meeting the minimum qualifications does not guarantee an invitation to the test.

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.]

Additional Information

A valid driver's license is required within 30 days of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Background checks are conducted on all Nevada County employees at the time of hire.

The ability to speak read and write Spanish in addition to English is desirable, but not required. Candidates who have not passed the exam previously must take and pass the Merit System Services Spanish proficiency examination prior to appointment and, if successful, become eligible for a salary differential of 5%.

Nevada County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application. Applicants with a Master's Degree from a two (2) year counseling program must read the instructions on the Supplemental Application to determine whether or not they must also complete and submit this form. 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 Nevada County Health & Human Services Agency administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below. 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. When your status is determined, MSS will send you a letter via U.S. Mail informing you of such. 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: April 22, 2009

SUPPLEMENTAL APPLICATION

**SOCIAL WORKER IV
NEVADA COUNTY DEPARTMENT OF SOCIAL SERVICES**

Name:	APPLICATION DEADLINE: 05/15/09 Send this and all application material to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
Address:	
Phone:	

Do you have an MSW? If yes, you do NOT need to complete the remainder of the form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an MFT or do you have an MFT intern number? If yes, please enter your MFT or MFT intern number _____ If no, please complete the remainder of the form.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of school where Master's degree was obtained	
Total number of units required for degree:	<input type="checkbox"/> Quarter <input type="checkbox"/> Semester
Have you completed a field placement or internship as part of your Master's program? (If yes, respond to the questions below.)	<input type="checkbox"/> Yes <input type="checkbox"/> 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:

A.	Where did you complete your field placement? (Identify the name, nature, and mission of the agency, i.e., public agency, private, type of clients served, et cetera.)	
B.	Was this a closely supervised placement? If yes, attach a description of the method and frequency of supervision.	<input type="checkbox"/> YES <input type="checkbox"/> NO
C.	How was your field placement evaluated and by whom? (Name and title of person who performed your evaluation)	
D.	Length of field placement?	From: Month ____/Year ____ To: Month ____/Year ____ Hours per week _____ Total hours in this placement _____
E.	Did this placement include working with a caseload? If yes, provide a description of your responsibilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO
F.	Did this placement include family or child counseling? If yes, provide a description of your responsibilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO
G.	Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO
H.	Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Candidate's Signature:	Date:
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