

CAREER OPPORTUNITY

SOCIAL WORKER IV

NAPA COUNTY HEALTH & HUMAN SERVICES AGENCY

Monthly Salary: \$4,943 - \$5,902

Application Deadline:
August 17, 2009
Close of Business

Oral Examination:
Tentatively scheduled for the
week of August 31, 2009

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

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

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

License: A valid California 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.

NOTE: Applicants who anticipate completing the requirements for a qualifying Master's Degree within six months of the final filing date may apply.

The ability to speak and read Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions may be required to take and pass the Merit System Services Spanish proficiency prior to appointment.

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

Napa 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 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, 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. 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: August 10, 2009

SUPPLEMENTAL APPLICATION

**SOCIAL WORKER IV
NAPA COUNTY HEALTH & HUMAN SERVICES AGENCY**

Name:	APPLICATION DEADLINE: 8/17/09 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.	_ Yes _ 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.	_ Yes _ No

Name of school where Master's degree was obtained	
Total number of units required for degree:	_ Quarter _ Semester
Have you completed a field placement or internship as part of your Master's program? (If yes, respond to the questions 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:

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.	_ YES _ 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.	_ YES _ NO
F.	Did this placement include family or child counseling? If yes, provide a description of your responsibilities.	_ YES _ NO
G.	Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities.	_ YES _ NO
H.	Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities.	_ YES _ NO

Candidate's Signature:	Date:
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SUPPLEMENTAL QUESTIONNAIRE

**SOCIAL WORKER IV
NAPA COUNTY HEALTH & HUMAN SERVICES AGENCY**

Name:	Application Deadline: 8/17/09 Send this and all application material to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
Address:	
Daytime Telephone:	

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. Your written responses may be considered as part of the Oral Examination, therefore it is important that your responses be as complete and detailed as possible. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet.

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.

1. What is your understanding of strength-based, family-focused services? Please discuss any experience you've had in working as part of a multi-disciplinary team and/or facilitating family meetings.

2. How might collaborative team meetings be used to support independence and prepare youth for successful transition to adulthood?

Candidate Signature:	Date:
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