

# CAREER OPPORTUNITY

## **SOCIAL WORKER IV**

### **HUMBOLDT COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES SOCIAL SERVICES BRANCH**

**Monthly Salary: \$3,695 - \$4,511**

**Application Deadline:**

**March 26, 2010**

Close of Business

**Social Worker Job Simulation**

**Test Date:**

Tentatively scheduled for

**Monday, April 12, 2010**

**Oral Examination:**

Tentatively scheduled for the  
week of May 12, 2010

**Location:**

The administrative offices for the Humboldt County Department of Health & Human Services are located in Eureka, California.

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

This position is located in Child Welfare Services.

**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 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.

Prior to hire, candidates must pass a background check, including a criminal records check.

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

# Humboldt County is an Equal Opportunity Employer

## HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application. 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 Humboldt County Department of Health & Human 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 Issue Date: March 19, 2010

**SUPPLEMENTAL APPLICATION**

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

<b>Name:</b>	<b>APPLICATION DEADLINE: 03/26/10</b>  <b>Send this and all application material to:</b>  <b>MERIT SYSTEM SERVICES</b> 241 Lathrop Way Sacramento, CA 95815
<b>Address:</b>	
<b>Phone:</b>	

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

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

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

<b>Candidate's Signature:</b>	<b>Date:</b>
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