

CAREER OPPORTUNITY

SOCIAL WORKER SUPERVISOR II

**MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES
A DRUG-FREE WORKPLACE**

Monthly Salary: \$4,988 - \$6,809

**Application Deadline:
December 18, 2009
Close of Business**

Oral Examination:
Tentatively scheduled for the
week of January 4, 2010

Location:
The administrative offices for the
Monterey County Department of
Social and Employment Services
are located in Salinas and
Seaside, California.

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

The Position

Under direction, a Social Worker Supervisor II assigned to Family and Children's Services or Aging and Adult Services, assigns and supervises work performed by Social Workers who provide complex and comprehensive social services related to adoptions, foster care, protective services for elder and dependent adults or children, and long term care (LTC) case management. A Social Worker Supervisor II assigned to Social Worker Staff Development helps develop in-service training and staff development programs for Social Workers assigned to Family and Children's Services and Adult Services. A Social Worker Supervisor may help develop community resources whose services can be coordinated with services provided by the department's programs. All Social Worker Supervisor II positions are responsible for preparing reports and performing a wide range of job related duties as required.

Minimum Qualifications

See Reverse for minimum qualifications.

Additional Information

License: A valid driver's license may be required at the time of appointment. Employees who drive on County business to carry out job-related duties must possess a valid Driver's License for the class of vehicle driven. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

This position is non-exempt from the Fair Labor Standards Act (FLSA) and is eligible for overtime pay.

All new hires will be Live Scan fingerprinted. Fingerprint clearance is a condition of employment.

MONTEREY COUNTY is a DRUG-FREE WORKPLACE

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.

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

AND

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.]

***SEE NEXT PAGE FOR INSTRUCTIONS ON HOW
TO APPLY FOR THIS POSITION***

Monterey County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, and supplemental questionnaire. 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, the Monterey County Department of Social and Employment Services administrative offices, or the County Personnel Department. Application documents must be mailed to the address below:

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: December 2, 2009

SUPPLEMENTAL QUESTIONNAIRE

**SOCIAL WORKER SUPERVISOR II
MONTEREY COUNTY DEPARTMENT OF SOCIAL AND EMPLOYMENT SERVICES**

Name:	Application Deadline: 12-18-09 Send this and all application materials to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
Address:	
Daytime Telephone:	

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 on 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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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