

Career OPPORTUNITY

SOCIAL WORKER

SHASTA COUNTY HEALTH AND HUMAN SERVICES AGENCY

SOCIAL SERVICES BRANCH

Monthly Salary: \$3,065 - \$3,912

Application Deadline:

October 14, 2009

Close of business

Oral Examination Date:

Tentatively scheduled for the week of November 2, 2009

Location:

The administrative offices for the Shasta County Health & Human Services Agency – Social Services are located in Redding, California.

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

Appointments from this list may be made to positions within Children and Family Services, Adult Protective Services, or In-Home Support Services.

Additional Information

Shasta County requires you to be fingerprinted and your criminal and traffic records will be searched. The County also has a mandatory drug and alcohol testing policy in place.

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.

Shasta County Health and Human Services Agency is a tobacco, alcohol, and drug free workplace.

The Position

Under direction, the Social Worker carries a service caseload and provides social services; conducts social studies and develop service plans which may include the need for specialized social services; provides information about available services and arranges for referral of clients to appropriate departmental or community human services resources; and performs other work as required.

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.

Possession of a bachelor's degree, including thirty (30) semester college units in social welfare, social/human services, sociology or other behavioral sciences;

AND

Two years of experience as an Assistant Social Worker in Shasta County.

OR

Possession of a bachelor's degree, including thirty (30) semester college units in social welfare, social/human services, sociology or other behavioral sciences;

AND

Two years of experience performing social casework services in child or adult protective services comparable to an Assistant Social Worker in Shasta County.

OR

Possession of a master's degree in social work from an accredited college or university, or a master's degree from a two year counseling program from an accredited college or university.

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

Shasta 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, the Shasta County Health and 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

Merit System Services: (916) 263-3604

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: October 6, 2009

SUPPLEMENTAL APPLICATION

**SOCIAL WORKER
SHASTA COUNTY DEPARTMENT OF SOCIAL SERVICES**

SSN:	Application Deadline: 10/14/09
Name:	
Address:	
Daytime Phone:	
Send this and all application material to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815	

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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