

# Career OPPORTUNITY

## **SENIOR SOCIAL WORKER**

**SHASTA COUNTY HEALTH AND HUMAN SERVICES AGENCY**

**SOCIAL SERVICES BRANCH**

**Monthly Salary: \$3,463 - \$4,420**

### **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.

### **The Position**

Under direction, the Senior Social Worker carries a caseload, provides social services and information about available services, and arranges for referral of clients to appropriate departmental or community human services resources. In Child Protective Services, the Senior Social Worker takes referrals regarding child abuse or serious neglect; gathers specific information; determines urgency and severity of risk and determines appropriate actions to be taken, including crisis intervention with families to reduce risk to child. In Adoptions, the Senior Social Worker interviews applicants wishing to adopt children and determines their suitability; studies background, health and development of children which may be adopted; interviews natural parents and determines their attitudes, reasons and consent to placing child for adoption; verifies background information on adoptive and natural parents and ensures that legal matters have been satisfactorily resolved; and performs other duties as required.

### **Minimum Qualifications**

See reverse for minimum qualifications.

### **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.

**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.

**For positions in Child Welfare Services the required knowledge and abilities are typically attained with:**

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

**AND**

Five years of full-time social casework experience, including three years in the classification of Social Worker for Shasta County and three years in child welfare services either as a Social Worker or an Assistant Social Worker.

**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**

Five years of full-time experience performing professional level social casework, three of which must have been in child welfare services;

**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.

**For positions in Adult Services the required knowledge and abilities are typically attained with:**

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

**AND**

Five years of full-time social casework experience, including three years in the classification of Social Worker for Shasta County and three years in Adult Services either as a Social Worker or an Assistant Social Worker.

**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**

Five years of full-time experience performing professional level social casework, three of which must have been in adult services.

**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.

# 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](http://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](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: October 6, 2009

**SUPPLEMENTAL APPLICATION**

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

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

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

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