



## ***Social Worker I***

### **Tuolumne County Department of Social Services**

***Application Deadline*** Friday, July 15, 2016 at 5:00pm PST

***Monthly Salary*** \$2,819 - \$3,442

***Recruitment Type*** Open to the Public, Full-Time

#### ***Tentative Examination Dates***

***Written Examination*** Friday, August 5, 2016

***Oral Examination*** Week of August 29, 2016

*Examinations will be held in Tuolumne County*

***Work Location*** Sonora, California

***Tuolumne County is an Equal Opportunity Employer***

## **The Position**

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Working under close supervision, the Social Worker I is the entry/trainee class in the professional Social Worker series. A Social Worker I receives in-service training in social services programs and basic case study methods in order to perform elementary social services and identify needs for more intensive services; and performs other related work as assigned. As requisite skill and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to promote to the Social Worker II after one year of satisfactory performance at the trainee level.

## **Minimum Qualifications**

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While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

**EITHER**

Graduation from an accredited four-year college or university;

**OR**

Successful completion of thirty (30) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22.5 quarter units) in social welfare, social/human services, sociology, or other social or behavioral science\*;

**AND**

One (1) year of full-time experience in the Social Service Aide, Eligibility Worker II, Employment and Training Worker II or comparable classification;

**OR**

Three (3) years of full-time experience interacting with children or adults providing services in a private or public agency.

\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, human services, law, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

## **Additional Information**

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A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.

The existing eligible list will be replaced upon completion of this examination. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

5% differential pay added for assignments in Child Welfare Services.

### **INCENTIVE PROGRAM:**

New employees hired are eligible for the following incentives:

- \$1,000 upon completion of the one year probationary period
- \$1,000 upon completion of 2.5 years of employment
- \$2,500 upon completion of 5 years of employment
- Up to \$1,500 in moving expenses upon approval of the County Administrator

***For more information regarding the job of a Social Worker, you are invited to watch this job preview at: <http://www.mss.ca.gov/SocialServicesPositions/SocialWorkerVideo>***

# Knowledge and Abilities

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The following may be tested in the examination.

## Knowledge of:

- Principles and practices of organization, workload management and time management.
- Principles and practices of note taking, report writing, English composition, grammar, punctuation, and spelling.
- Phone etiquette and interview techniques.
- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Role and responsibilities of social workers
- Principles of interviewing and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.
- Developing and preparing court report, case plans, case narratives and safety plans in automated computer systems.
- Entering and retrieving data and narratives from automated computer systems.
- Basic principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency and the role of a social worker.
- Community organization and the social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth, and development of personality and in-group processes.
- The medical, legal, economic, and social management needs of individuals and families with special medical needs such as HIV disease, drug dependency, the medically fragile child, Alzheimer's, and the terminally ill.
- The strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Basic psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.

## Ability to:

- Understand and learn the agency programs, policies, and procedures.
- Obtain facts and recognize the relevance and significance.
- Organize and maintain work detail.
- Establish and maintain effective client rapport and professional working relationships with agency staff, clients, and others.
- Communicate effectively, both orally (phone and in person) and in writing.
- Analyze situations and adopt effective courses of action.
- Interpret and explain to the applicant, recipient, or others public social service programs, policies, rules, and regulations.

- Develop skill in interviewing case recording and interpretation.
- Work within a community setting and effectively use appropriate resources and services.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Work effectively in emotionally charged or stressful settings/emergencies
- Operate a personal computer and other office equipment and software
- Analyze data, interpret and apply directions, rules, policies, procedures and regulations, and develop appropriate responses.
- Accept and use constructive feedback
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Work with increasingly difficult cases/clients including clients with dual diagnoses, potentially dangerous clients or legally complex cases
- Analyze data from multiple sources, interpret and apply complex directions, rules, policies, procedures and regulations, and develop appropriate responses.

## **Examination Information**

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MSS reserves the right to revise the examination plan. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

**The examination components may consist of:**

### **WRITTEN EXAMINATION**

This examination will be weighted: Pass/Fail

Categories tested may include:

- Analytical Ability
- Interviewing Principles
- Written Communication
- Interpersonal Skills

### **ORAL EXAMINATION**

This examination will be weighted: 100%

Categories tested may include:

- Analytical Reasoning, Problem Solving, Decision Making
- Interpersonal Skills/Teamwork
- Biopsychosocial Knowledge and Skills
- Oral Communication
- Written Communication
- Technical and Legal Casework
- Influencing/Negotiating
- Office Skills

## Examination Notification

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MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at [mss@cpshr.us](mailto:mss@cpshr.us).

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral examination for this position, please note the following: Prior to being scheduled for the oral examination, you may receive an email regarding scheduling an examination time from Merit System Services, [mss@cpshr.us](mailto:mss@cpshr.us). If you do not respond to the email sent to you by the specified deadline, or you are not available on the specified examination date, you will not be scheduled for the oral examination.

## Special Testing Arrangements

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Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact MSS at [mss@cpshr.us](mailto:mss@cpshr.us) or 916-263-3614 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

## Foreign Education

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Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. 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 and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to MSS at 916-648-1211 or email them to [mss@cpshr.us](mailto:mss@cpshr.us) prior to the application deadline.

## About Tuolumne County

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Tuolumne County, with a population of 54,501 is located two hours from Sacramento and 2.5 hours from San Francisco. The County stretches from the foothills to the crest of the Sierra Nevada Mountains.

Sonora, the County seat and only incorporated city within the County, has a population of approximately 4,423.

Tuolumne County contains Yosemite National Park, and is abundant with great rivers and lakes and allows residents to experience the best of nature's four seasons. The County's main attractions include recreational and entertainment opportunities. The County has historic gold mining towns, wine tasting, steam railroad excursions, stagecoach rides, fireman's musters,

antique fairs, live music, and theater year round. The topography provides for fishing, boating, white-water rafting, and water-skiing as well as superb snow skiing and high-country horse packing.

## How to Apply

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Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions.

The information you include on all recruitment and selection related documentation is an integral part of your examination and will be reviewed and evaluated based on the current job requirements. Only the education, experience, and training you list will be compared to the criteria measuring the qualifications for this job, and only applicants with the most relevant education, experience, and training will be included in each phase of the selection process. ***Therefore, it is especially important that your responses to each component of this process be as complete and detailed as possible.*** Please be very careful to list all relevant education, experience, and/or training that should be taken into account for this job.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Please add emails with the extension of [@cpsshr.us](mailto:mss@cpsshr.us) to your safe sender email list (example: [mss@cpsshr.us](mailto:mss@cpsshr.us)). This will help ensure that you receive all MSS notifications. Periodically check your spam folder.

MSS is not responsible for emails that are not received, and examinations will not be re-scheduled as a result of emails not being received.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or Human Resources Department in the County.

### **MERIT SYSTEM SERVICES**

241 Lathrop Way, Sacramento, CA 95815

Website: [www.mss.ca.gov](http://www.mss.ca.gov)

Email: [mss@cpsshr.us](mailto:mss@cpsshr.us)

Phone: (916) 263-3614

**Note:** Your application and any additional material become the property of MSS.

**Please make a copy for your file.**

**This job bulletin will not be available online after the application deadline.**

**Please print a copy for your records.**

*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: Tuesday, July 5, 2016***

