



## Inyo County Department of Social Services Health & Human Services Specialist III (MSS Title: Social Service Aide)

Inyo County Department of Social Services is seeking enthusiastic applicants to fill its position of Health & Human Services Specialist III. This position will provide a range of paraprofessional and case management services under general supervision. For the Health and Human Services Specialist (HHS Specialist) I and II levels, such services include both direct client services and support to professional staff. For the journey-level HHS Specialist III, incumbents provide a broad range of services and support, including educational and case management services with youth, transitional age youth, adults, and/or older adults. This full-time position will be located in Bishop, California and Countywide.

The Health & Human Services Specialist III position provides ongoing opportunities for career advancement, training and daily satisfaction. By collaborating with other branches under the Social Services umbrella and community partnerships, caseworkers help strengthen families and improve the wellbeing of residents. Inyo County welcomes, values and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated.

Final Application Date: Thursday, January 25, 2018, 5 PM (PST)

### MINIMUM QUALIFICATIONS

Sixty (60) semester units or ninety (90) quarter units of college, including fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social welfare, social/human service, sociology, or other social or behavioral science;

OR

Two (2) years of full-time experience providing social services in a public or private setting to disadvantaged adults or children;

OR

A combination of education and comparable experience equivalent to two years of full-time experience which includes a minimum of fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social or behavioral science. When combining education and experience; fifteen (15) semester units or twenty-two and one-

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half (22.5) quarter units equal six months of experience.

Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

## ADDITIONAL INFORMATION

- 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.
- Current and future vacancies will be filled contingent upon continued funding; should funding cease, the position will be eliminated.
- Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

## VETERANS PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must fax or email a copy of the DD-214 form to CPS HR at 916-648-1211 or [mss@cps hr.us](mailto:mss@cps hr.us) by the application deadline listed on the job bulletin.

## SALARY RANGE

\$3,297 - \$4,006/month

## TENTATIVE EXAM DATE

Written Exam – Saturday, February 10, 2018

Oral Exam – Week of March 5, 2018

## BENEFITS

- Generous vacation and sick leave plans from the first year
- 11 paid holidays, plus five flex days per year
- Participating in CalPERS
- Medical, dental, vision insurance with substantial employer paid contribution
- Employee Assistance Program (EAP)
- Longevity Pay



## LEARN MORE

For further information about the position click here: [https://secure1.cpsshr.us/mss\\_jobs/InfoListings.aspx](https://secure1.cpsshr.us/mss_jobs/InfoListings.aspx)

For further information about the application and selection process, foreign degree equivalency, special testing arrangements, etc. click here: <http://www.mss.ca.gov/>

## ABOUT INYO COUNTY

Self-proclaimed as the Adventure Capital of the World, Inyo County offers natural and extreme geographic diversity. From Mount Whitney, the highest peak in the 48 contiguous US states to the lowest elevation in North America at Badwater Basin in Death Valley National Park, Inyo County has the greatest elevation difference of any of the California counties. The County is also home to the oldest life forms in the world with the Great Basin bristlecone pines, and notably the oldest living tree on Earth. Inyo County is the second largest in area in California, and the Death Valley area comprises half of the County. With these extremes of nature, as you would expect, there are abundant activities, including world class alpine climbing, backcountry skiing, hang gliding, and mountain biking. There is a wealth of beauty to be found in the peaceful desert, mountain streams, granite peaks, wildflower covered meadows, and the historic John Muir Wilderness. The rich natural history and breathtaking scenery make Inyo County a favorite location for visitors and residents alike.



## HOW TO APPLY

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto [https://secure1.cpsshr.us/mss\\_jobs/JobListings.aspx](https://secure1.cpsshr.us/mss_jobs/JobListings.aspx) and click "Apply Now!" for this position. The list of supplemental questions can be viewed by clicking on this link: [Supplemental Questions](#) **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

## QUESTIONS AND CONTACT

**CPS HR Consulting**  
**Merit System Services Unit**  
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