

CPS HR CONSULTING
invites applications for the position of:

CPS HR  CONSULTING

Social Worker IV

SALARY:	\$4,900.00 - \$5,960.00 Monthly
DEPARTMENT:	Inyo County Health and Human Services
OPENING DATE:	02/11/19
CLOSING DATE:	03/25/19 11:59 PM

TENTATIVE ORAL EXAM DATE - WEEK OF: 03/25/2019

POSITION INFORMATION:

Under general direction, the Social Worker IV performs casework of an advanced nature dealing with complex individual and family problems; undertakes intensive treatment plans and counseling requiring professional knowledge and training; performs other related work as assigned.

Social Worker IV requires a Master's degree and social work case management experience in a public or private social services agency. This is the highest non-supervisory level in the series. Incumbents perform casework requiring the application of high level and sophisticated social services expertise and techniques, generally in areas such as adult and child protective services. The Social Worker IV will work as part of a team in an on-call rotation.

Social Worker IV differs from the next higher class of Social Worker Supervisor I in that the latter is the first supervisory level. Social Worker IV differs from Social Worker III in that the latter does not require both a Master's degree and qualifying experience.

SUPERVISION EXERCISED AND RECEIVED

Social Worker IV receives supervision from a Social Worker Supervisor or other higher-level supervisor or manager pursuant to California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP) Division 31 regulations (31.070). A Social Worker IV may provide lead direction to lower level Social Workers or service employees.

Typical Duties and Employment Standards

Duties may include, but are not limited to, the following:

- Performs case studies for the purpose of assessing problems and determining appropriate types and methods of treatment.
- Develops intensive long or short-term treatment plans, which require a comprehensive fund of professional knowledge with the aim of improving or restoring individual or family functioning.
- Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and
- Acts as a casework consultant to staff members without professional training.
- Functions at a highly skilled level in such areas as counseling, protective services, medical social work, family services, community organization and research.
- May perform the following specific types of counseling: marital, family inter-relationship, protective services for children or adults incapable of self-care.

- Investigates and provides services to children where their physical or emotional welfare is involved such as cases of neglect, abuse, emotional or behavioral problems, physical or mental disabilities, or other health conditions involving a child's personality; unmarried parenthood; conflict in parent-child relationships; lack of proper guardianship of a child; problems in school or community relationships; inadequate child care arrangements by working parents or the absence of one parent from the home and its effects on the stability of the child's home.
- Receives reports of children, dependent adults and elderly abuse; investigates allegations by conducting interviews with victims and others; assesses situations to protect vulnerable adults and children and recommends, implements and monitors alternate placement, may remove children from unsafe situations; may provide information to law enforcement or district attorneys; may be required to work on-call; may testify in court; supports witnesses and victims who must testify in court.
- Assesses prospective resource families and adoptive parents; matches children with adoptive/resource families, and counsels resource and adoptive families.
- Refers clients to other staff members
- Coordinates and directly monitors family visitations to assess progress toward the case plan goals.
- Interprets and explains rules, regulations and policies to clients and applicants.
- Maintains casework records and handles relevant correspondence.
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems.
- Operates a personal computer and other office equipment; enters and retrieves data and narratives from automated computer systems.
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations, and case plans to clients, families, and service providers.
- Communicates effectively with clients and others in writing, in person, and over the telephone.
- Analyzes data, interprets directions, procedures and regulations, and develops appropriate responses.
- Performs job duties under stressful conditions and emergency situations.
- Responds appropriately to situations.
- Maintains confidential information in accordance with legal standards and/or County regulations; performs all duties in conformance with the National Association of Social Workers (NASW) Code of Ethics.
- Performs related duties as assigned.

Employment Standards

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.
- Principles and practices of counseling, bio-psychosocial assessments and therapy
- Physical and mental health principles and the impact on the personality.
- Local socio-economic conditions, trends, and current problems and methodology in the field of public social services.
- Basic principles and techniques of interviewing and recording the social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency and the role and responsibilities of a social worker.
- Community organizations and 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.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of analysis and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.

- 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.
- Strategies and protocols surrounding crisis intervention techniques such as voice modulation and assessing the potential for suicide.
- Psychopathology, the different types of mental illness diagnoses, how mental illness affects human behavior and mental health services and treatments utilized by clients.
- Signs, stages and dynamics of abuse, and the effects of abuse on child/adult development and behavior.
- Signs and symptoms of alcohol and drug use/abuse in adults and children and the effects on families.
- Standards for maintaining clients safely in home; options for placement; effects of removing clients from unsafe situations.

Ability to:

- Apply the principles of child psychology and family relationships.
- Evaluate personal psychological factors in the child and/or family's situation.
- Recognize signs of abuse for children, the elderly and dependent adults; assess risk factors and potential dangers to clients.
- Act effectively in stressful situations.
- Demonstrate skill in the more difficult casework areas.
- Accept and use consultative supervision.
- Analyze situations and adopt effective courses of action.
- Apply existing laws, rules and regulations to welfare department operations and interpret and explain to the applicant, recipient, or others public social services programs, policies, rules and regulations.
- Develop skill in interviewing, case recording and interpretation.
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients.
- Respect cultural differences.
- Work constructively within a community setting and effectively use appropriate resources and services.
- Understand and learn the agency programs, policy and procedures.
- Obtain and recognize relevant and significant facts.
- Organize and maintain work detail.
- Relate and work well with agency staff, clients, and others.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Use computers and related software.
- Establish and maintain cooperative working relationships with agency staff, clients, and outside organizations.

MINIMUM QUALIFICATIONS:

Pattern 1: A Master's degree in Social Work from an accredited college or university;

OR

Pattern 2: A Master's degree from an accredited two (2) year counseling program*;

*Qualifying counseling degrees from a two (2) year counseling program includes: Marriage and Family Therapy, Clinical Counseling, Mental Health Counseling, Addiction Counseling, Gerontology, Counseling Psychology.

OR

Pattern 3: One (1) year of full-time experience performing advanced journey (equivalent to a MSS SW III) level social work case management as a Social Worker in a public or private agency and Master's degree in social or behavioral science, psychology, anthropology, sociology and counseling education.

Some positions may require work in Adoptions. Per the State of California Regulations, Title 22, Division 6, Chapter 9, subsection 89155, applicants for Social Worker IV and Social Worker Supervisor II positions assigned to work in Adoptions must have a Master's degree in Social Work at time of application, in order to be selected for the position.

PLEASE NOTE: Applicants who are within six months of graduation from a qualifying MSW program will be reviewed for further consideration; however, an eligible shall not be hired until completion and receipt of the MSW. It will be the applicant's responsibility to notify the department upon completion and receipt of the MSW.

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.

SUPPLEMENTAL INFORMATION:

ADDITIONAL INFORMATION

- A valid driver's license will 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. A background check may be required if the position requires access to these types of records. 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.

VETERAN'S PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please attach a copy of your DD-214 form to your application.

EXAMINATION INFORMATION

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at mss@cpshr.us or 916-471-3507 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.

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/cpsshr>

Position #MSS00496
SOCIAL WORKER IV
KR

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Sacramento, CA 95834
(916) 471-3507

recruitmentsolutions@cpsshr.us

Social Worker IV Supplemental Questionnaire

- * 1. I am interested in positions in:
 - Adult Protective Services Only
 - Child Protective Services Only
 - Adult or Child Protective Services
- * 2. Are you in (or were in) the CalSWEC or title IVE stipend program?
 - Yes
 - No

- * 3. **Master's Degree Supplemental Questions**

As of today, have you received an MSW or a two year Master's level counseling degree from an accredited college or university in the United States?

Qualifying counseling degrees from a two (2) year counseling program includes: Marriage and Family Therapy, Clinical Counseling, Mental Health Counseling, Addiction Counseling, Gerontology, or Counseling Psychology

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency with the application. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must attach all pertinent documents before submitting the application.

- Yes
- No

- 4. If no, will you obtain your MSW or two year Master's level counseling degree within the next six months?
 - Yes
 - No
 - Not Applicable
- 5. Are you a MFT or do you have a MFT intern number?

Yes

No

6. If yes, please enter your MFT or MFT intern number. If no, please answer the remaining questions.

7. Name of school where Master's Degree was obtained.

8. Total number of units required for degree:

9. Measure of Unit

Semester

Quarter

10. Have you completed a field placement or internship as part of your Master's program? (If yes, respond to the questions below.)

Yes

No

11. 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.)

12. Was this a closely supervised placement?

Yes

No

13. If yes, describe the method and frequency of supervision.

14. How was your field placement evaluated and by whom? (Name and title of person who performed your evaluation)

15. What was the length of your field placement? Include in your response:

From: Month/Year

To: Month/Year

Hours per week

Total hours in this placement

16. Did this placement include working with a caseload? If yes, provide a description of your responsibilities.

17. Did this placement include family or child counseling? If yes, provide a description of your responsibilities.

18. Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities.

19. Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities.

* Required Question
