



**CALHR**  
invites applications for the position of:

## **Social Worker III/IV**

---

<b>SALARY:</b>	See Position Description
<b>DEPARTMENT:</b>	Inyo County Health and Human Services
<b>OPENING DATE:</b>	09/08/21
<b>CLOSING DATE:</b>	09/22/21 11:59 PM

### **POSITION INFORMATION:**

#### **SALARY INFORMATION**

- **Social Worker III - \$4943 - \$6012 per month.**
- **Social Worker IV - \$5302 - \$6449 per month.**

#### **SOCIAL WORKER III**

Under general direction, the Social Worker III carries a difficult caseload involving the determination of need for basic social services functions for applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned.

Social Worker III is the advanced journey level in the Social Worker series. Incumbents are normally assigned a selected caseload of the more difficult cases and when needed are given supervisory consultation in development of treatment plans. They may also be assigned to a specialized function requiring a high degree of perception such as a special problem caseload or they are assigned to a specific geographic or functional area such as Court Investigations, Family Maintenance/Reunification, Emergency Response, Child/Adult Protection, or Foster Care. A Social Worker III may act as a lead worker to other social service workers. Incumbents are expected to work independently.

Social Worker III differs from Social Worker II in that the former receives the more difficult assignments requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for services. Incumbents normally work with a high degree of independence of action in administering services and in making use of agency or community resources. Social Worker III differs from Social Worker IV-A/B in that the latter is the most experienced worker and requires both advanced education and social work experience.

#### **SUPERVISION EXERCISED AND RECEIVED**

Incumbents in the Social Worker III classification receive general direction from a Social Worker Supervisor or other higher-level manager or deputy director, and may act as lead worker to lower classification working in the same program area.

#### **SOCIAL WORKER IV**

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.

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.

## **EXAMPLES OF DUTIES:**

### **SOCIAL WORKER III**

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

- Carries a caseload of more difficult types of social services cases requiring a high degree of technical competence, such as situations where environmental forces affect family life
- Receives and responds to reports of suspected abuse; obtains information from reporters; personally investigates and assesses situations to protect vulnerable adults and children and recommends alternate placement; may provide information to law enforcement or district attorneys; may be required to work on-call; may testify in court
- Performs case studies evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment
- Develops and carries out social treatment plans for an assigned caseload; ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and
- Counsels or provides guidance and support to individuals and/or families with more complex or specialized needs including Adult Protective Services, crisis intervention, special medical or legal needs, and other social services
- Refers clients to other staff members
- Makes a diagnosis of client problems and follows through with the social treatment plans with a high degree of independence
- Interprets policies, rules, and regulations to client, applicants, and others
- May act as a lead worker to a small group of social service workers or service employees
- Assists applicants and recipients in utilizing available resources for individual needs
- Makes home visits in connection with casework assignments
- Develops and prepares court report, case plans, case narratives and safety plans in automated computer systems
- Enters and retrieves data and narratives from automated computer systems
- Prepares and maintains case
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence
- Receives casework consultation from professionally trained staff members
- May be required to testify in court
- Works with community organizations and makes referrals to outside resources
- Provides self-help information, education, and services; works with clients and caregivers to develop and improve caregiving and independent living skills
- Obtains and evaluates police, medical, and psychological reports
- Maintains client confidentiality; 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, and 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
- 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
- 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 and responsibilities of a social worker
- Community organization and the social problems calling for the use of public and private community resources
- Current problems and methodology in the field of public social services
- 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:**

- Communicate effectively with others in writing, in person and over the telephone
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses
- Perform job duties under stressful conditions
- Respond appropriately to situations
- Maintain confidential information in accordance with legal standards and/or county regulations
- Understand and apply the agency program, policy and procedures
- Obtain facts and recognize the relevance and significance
- Organize and maintain work detail
- Establish and maintain effective working relationship with agency staff, clients, and outside organizations
- Analyze situation and adopt effective courses of action
- Apply the principles of psychology and family relationships to engage individuals and families in social services
- Recognize signs of abuse for children, elderly and dependent adults; assess risk factors and potential dangers to clients
- Apply existing laws, rules, and regulations to welfare department operations
- Interpret and explain to applicants, recipients, 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
- Communicate effectively both orally and in writing
- Operate a personal computer and other office equipment and related software
- Act appropriately in emergency and stressful situations
- Interact professionally and respectfully with clients including difficult, hostile, or distressed clients
- Respect cultural differences

- Work with difficult or complex 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

## **SOCIAL WORKER IV**

### **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 foster and adoptive parents; matches children with adoptive/foster parents, and counsels foster 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:**

### **SOCIAL WORKER III**

**Pattern 1:** One (1) year of full-time experience performing journey level social work case management in the Social Worker II classification in an Interagency Merit System (IMS) county;

**OR**

**Pattern 2:** Two (2) years of full-time social work case management experience in a public or private agency; **AND** Thirty (30) semester units or forty-five (45) quarter units from an accredited college or university, including fifteen (15) semester units or twenty-two and a half (22.5) quarter units in social welfare, social/human services, sociology, or other social or behavioral science;\*\*

**OR**

**Pattern 3:** Bachelor's degree and successful completion of twenty-four (24) semester or thirty-six (36) quarter units of a master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology; **AND** Twelve (12) months of social work case management experience.\*

### **SOCIAL WORKER IV**

**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.

\*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

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

## **SUPPLEMENTAL INFORMATION:**

### **ADDITIONAL INFORMATION**

- This position is part of a team in an on-call rotation.
- 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. Applicable 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 attach a copy of your DD-214 to your application.

For the purpose of this section, a veteran is one who has received an honorable discharge from active duty, and has served:

1. During one of the following wartime or equivalent periods:
  - Sept. 11, 2001 to End of Operation Iraqi Freedom
  - Aug. 2, 1990 to Jan. 2, 1992
  - Jan. 31, 1955 to Oct. 15, 1976
2. During peacetime for which service a campaign or expeditionary medal has been authorized by the Government of the United States and where discharge was under honorable conditions. This would include Lebanon, Grenada and Southwest Asia.

A copy of the discharge form (DD-214) shall be submitted to CalHR MSS for each position applied for, along with an application for employment requesting such preference, on or before the final filing date specified on the job announcement. Failure to submit the required credentials (DD-214) prior to the final filing date will be deemed a waiver of credits.

### **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 for religious reasons. If you require such arrangements, please contact Merit System Services at [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) or (916) 323-2360 a minimum of five business days prior to the scheduled examination date. Documentation may be required.

### **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/mss>

Position #MSS02173  
SOCIAL WORKER III/IV  
FA

CalHR, Attn: Merit System Services  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
916-323-2360

[mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov)

---

## Social Worker III/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. Pattern two of the minimum qualifications for Social Worker III requires two (2) years of full-time social work case management experience\* in a public or private agency AND thirty (30) 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\*\*.
- Pattern three of the minimum qualifications for Social Worker III requires a Bachelor's degree AND successful completion of twenty-four (24) semester (36 quarter units) of a Master's degree program in Social Work, or a Counseling program from an accredited college or university, emphasizing Marriage, Family and Child Counseling or Marriage and Family therapy, Gerontology or Clinical Psychology, and twelve (12) months of social work case management experience\*\*.
- \*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.
- \*\*Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, law, human services, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.
- APPLICANTS WISHING TO USE THEIR EDUCATION TO QUALIFY MUST SUBMIT THIS CLASS COURSE LISTING. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED IN THE JOB ANNOUNCEMENT. (College transcripts MAY NOT be substituted for this form.)
- List the following for EACH COLLEGE COURSE: 1. Subject 2. Course # 3. Course Title 4. Total # Units 5. Units of Measure (Semester or Quarter) 6. Name of College
- 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](http://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.

- \* 4. The information you provide below is the most important part of this questionnaire! Briefly and accurately number and describe your essential job functions in terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as "assists," "handles," "keeps," or "prepares," unless you describe how you assist, what you prepare, etc. Be specific.

For example:

**DO THIS!**

1. Meets with families to assess their risks initially and on an on-going basis.
2. Conducts assessments of potential foster homes and families, including relative and non-relative family member homes.
3. Conducts initial in-home assessments of the aged and disabled to determine if they qualify for assistance.

**DON'T DO THIS**

1. Meets with families.
2. Performs case management.
3. Conducts in-home assessments.

Provide a description of your social work case management experience in the following areas using the guidelines noted above. Please provide as much detail as possible. If an area does not apply to your previous experience, please indicate that this section is not applicable by writing N/A.

- a. Adoptions
- b. Family Maintenance
- c. Family Reunification
- d. Foster Care
- e. In-Home Supportive Services
- f. Independent Living Program
- g. Linkages Program
- h. Multi-Purpose Senior Services Program
- i. Protective Services
- j. Other

- \* 5. **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](http://www.naces.org). CalHR, MSS 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

6. If no, will you obtain your MSW or two year Master's level counseling degree within the next six months?

- Yes
- No
- Not Applicable

\* 7. Are you a MFT or do you have a MFT intern number?

- Yes
- No

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

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

10. Total number of units required for degree:

11. Measure of Unit

- Semester
- Quarter

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

- Yes
- No

13. 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.)

14. Was this a closely supervised placement?

- Yes
- No

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

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

17. 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

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

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

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

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

\* 22. This position requires driving. Are you legally licensed to drive in the State of California?

Yes    No

\* Required Question