CALHR invites applications for the position of:

Social Worker I/II

| SALARY:     | $2,710.00 - $3,459.00 Monthly |
| DEPARTMENT: | Modoc County Department of Social Services |
| OPENING DATE: | 08/21/20 |
| CLOSING DATE: | Continuous |

POSITION INFORMATION:

Performs basic social services casework; identifies client needs for more intensive casework services and provides referrals; carries a caseload of moderately difficult cases; manages a caseload of increasingly difficult cases; and performs other related work as assigned.

Working under close supervision, Social Worker I is the entry/trainee class in the professional Social Worker series. Employees in this class are learning casework methods, procedures, policies and carry a limited non-complex social services caseload under close supervision and receive in-service training; are given close and constant supervision while learning social work principles, social service programs, basic case work methods and techniques, and departmental rules, regulations and procedures. Typical assignments are within child welfare and adult services programs; however, at the agency's discretion positions may be assigned to employment services to perform social services case work for employment services clients as required by department needs. As requisite skill and knowledge is developed, greater independence and the full scope of responsibility is exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to advance to the Social Worker II after one year of satisfactory performance at the trainee level.

SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Social Worker III classification receive direct supervision from a Social Worker Supervisor, or other higher-level supervisor or manager.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:
(Note: For Social Worker I, duties are performed at the entry/trainee level.)
- Conducts interviews with clients, family members, and others in their home, in the office, or via telephone to assess the basic social, physical, and mental needs of clients and obtain health information in order to identify and provide social services
- Performs case studies and evaluates individual and family case information to assess the safety of children and adults; determines appropriate types and methods of treatment
- Assesses reports of suspected abuse; may be required to work on-call; may provide information to law enforcement or district attorneys
- Develops and carries out culturally sensitive non-complex to moderate treatment plans for an assigned caseload in conformance with agency, state and federal requirements; assists clients and family members to develop strategies to accomplish case plan goals
- Refers clients to other staff members, or to community resources for direct and intensive services and specialized counseling as necessary; advocates on the clients' behalf for most appropriate services including enabling services
- Assists applicants and recipients in utilizing available resources
- Interprets policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility
- Makes home visits in connection with casework assignments
- Prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers
- May testify in court
- May be assigned to specialized functions
- 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
- Provides community outreach for various agency programs
- 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

Note: The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition Section.

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

https://agency.governmentjobs.com/mss/job_bul...&sharedWindow=0
• 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 cases varying in difficulty /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

MINIMUM QUALIFICATIONS:

Social Worker I:

Pattern 1: Graduation from an accredited four-year college or university;

OR

Pattern 2: Successful completion of thirty (30) college 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;*

AND

One (1) year of full-time experience in the Social Service Aide, Eligibility Specialist II, Employment and Training Worker II, or a comparable classification; OR three (3) years of full-time experience providing direct client services to disadvantaged adults or children in a private or public agency.

Social Worker II:

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

OR

Pattern 2: One (1) year of full-time social work case management experience**; AND thirty (30) college 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**;

https://agency.govt.enjobs.com/mss/job_bulletin.cfm?jobID=2843206&sharedWindow=0

**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.

SUPPLEMENTAL INFORMATION:

ADDITIONAL INFORMATION
- The salary range for Social Worker I is $2,710 - $3,459 per month.
- The salary range for Social Worker II is $2,936 - $3,747 per month.
- All applicants MUST submit the following at the time of application:
  - Cover Letter
  - Resume
  - References (a total of five)
  - Transcripts (if applicable to the Minimum Qualifications)
- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services bilingual proficiency examination prior to appointment.
- 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.
- This position is full-time at 37.5 hours per week.
- 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.

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 CalHR at mssprogram@calhr.ca.gov or 916-323-2785 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 MODOC COUNTY
Modoc County is a geographically diverse area in the northeastern corner of California, and borders both Oregon and Nevada. The City of Alturas is the county seat and the only incorporated city in the county. Federal land comprises much of Modoc County, with employees from the US Forest Service, Bureau of Land Management, National Park Service, Bureau of Indian Affairs and the US Fish and Wildlife Service assigned there. These federal operations account for a significant part of the County’s economy. Modoc County is home to the Medicine Lake Highlands, which is the largest shield volcano on the US West Coast. You'll also find areas of lava flows, cinder cones, juniper flats, pine forests, and seasonal lakes, nearly one million acres of the Modoc National Forest, as well as hot springs and lava caves, which are common to the area, and geothermal energy resources.

APPLICATIONS MAY BE FILED ONLINE AT: https://www.governmentjobs.com/careers/mss
CalHR, Attn: Merit System Services
1515 S Street, North Building, Suite 500
Sacramento, CA 95811
916-323-2360
mssprogram@calhr.ca.gov

Position #MSS01486
SOCIAL WORKER I/II ME
Social Worker I/II Supplemental Questionnaire

* 1. Regarding the Social Worker I or II Minimum Qualifications

Under which of the following patterns of the Minimum Qualifications do you believe you qualify (you may check more than one)?

Note: If you check number 3, 4, or 5 below, then you MUST provide a list of 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*.

Please consider the following descriptions when choosing:

*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.

**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 visits 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.

- 1. Graduation from an accredited four-year college or university.
- 2. One (1) year of full-time experience performing entry level social work case management in the Social Worker I classification in an Interagency Merit System (IMS) county.
- 3. Successful completion of thirty (30) college 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* AND One (1) year of full-time experience in the Social Service Aide, Eligibility Specialist II, Employment and Training Worker II or comparable classification.
- 4. Successful completion of thirty (30) college 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* AND Three (3) years of full-time experience providing direct client services to disadvantaged adults or children in a private or public agency.
- 5. One (1) year of full-time social work case management experience** AND thirty (30) college 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*

* 2. If you checked number 3, 4, OR 5 in the previous question, YOU MUST SUBMIT A LIST OF COURSES COMPLETED THAT FULLFILL THE EDUCATIONAL COMPONENT OF THOSE PATTERNS.

College transcripts MAY NOT be substituted for this requested list. Attaching a resume does not substitute for a completed application.

ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED IN THE JOB ANNOUNCEMENT.

For each college course, use the list below.

If you will not be using any educational units to satisfy the patterns requiring 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*, then enter N/A next to "1. Subject" below.

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. Merit System Services 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.

* 3. ***PLEASE READ***

Modoc County Department of Social Services requests that all applicants submit ALL of the following documents with their applications.

Please check each item below to ensure that you have uploaded and attached ALL of the requested documents with your application:

- Cover Letter
- Resume
• 5 References (Professional AND Personal)
• Transcripts (if applicable to qualifications)
* Required Question