CALHR invites applications for the position of:

Social Worker Supervisor I

**SALARY:** $5,200.00 - $5,476.00 Monthly

**DEPARTMENT:** Modoc County Department of Social Services

**OPENING DATE:** 05/24/22

**CLOSING DATE:** Continuous

**POSITION INFORMATION:**

Under general direction, the Social Worker Supervisor I plans, organizes and supervises social service and employment staff engaged in providing information and referral services, adult protective services, in-home supportive services, home placement services, child protective services, emergency response services and/or employment services; performs other related work as assigned.

Social Worker Supervisor I is the first supervisory level in the series. Social Worker Supervisor I differs from the next lower classification of Social Worker IV in that the former is the first line supervisor, Social Worker Supervisor I differs from Social Worker Supervisor II in that the latter is at the second supervisory level and requires a Master's degree.

**SUPERVISION EXERCISED AND RECEIVED**

Incumbents in the Social Worker Supervisor I classification generally receive direction from a Program Manager or other management level classification. A Social Worker Supervisor I, supervises a variety of Social Workers, clerical and technical staff, but does not supervise employees in positions that require a master's degree pursuant to California Department of Social Services (CDSS) Manual of Policy and Procedures (MPP) Division 31 regulations (81.070).

**EXAMPLES OF DUTIES:**

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

- Plans, assigns, supervises, coaches, mentors, and reviews the work of employees engaged in the delivery of employment and social services; consults with and guides social workers in providing counseling, support and guidance to clients with complex or specialized needs; may be required to work or supervise on-call
- Reviews and approves forms, applications, court reports, placements, reports of abuse and other documents to verify information or determine proper course of action; reassesses and modifies case plans
- Reviews and approves reports of abuse; suggests or approves placements; may provide information to law enforcement or district attorneys; may testify in court; supports witnesses and victims who must testify in court
- Documents and addresses clients’ concerns and complaints
- Selects, trains, evaluates, and disciplines subordinate staff
- Discusses or interprets regulations, rules, policies and programs to clients, applicants, staff and the general public
- Assists and participates in the development of in-service staff development programs
- Facilitates communication between staff and management; communicates department expectations and activities, policy changes, and regulatory changes; evaluates and recommends service delivery improvements
- Authorizes the provision of social and employment services through the department, provides services, and makes referrals to other agency staff and community agencies
- Provides social services for sensitive or confidential cases, in the absence of assigned social workers or to meet workload demands
- Participates or intercedes in interviews to defuse hostile or angry clients; obtains information on personal issues in difficult or emotional situations; explains decisions or recommendations to clients and family members
- Establishes and maintains effective working relationships and trust with staff, clients, family members, community organizations and the public; collaborates with service providers; facilitates a work environment favoring teamwork, collaboration and mutual respect
- Provides peer support for coworkers facing case related stress
- Develops and prepares court reports, case plans, case narratives and safety plans in automated computer systems
- Enters and retrieves data and narratives from automated computer systems
- Maintains written chronological narrative reflecting personal or other contacts with the client and reasons for the social worker’s actions; prepares and maintains case records and databases; communicates decisions, timelines, recommendations and case plans to clients, families and service providers
- Enters and retrieves information from an automated computer system; researches information using the Internet and computer resources
• Receives, approves and prepares correspondence and reports
• Ensures all services are delivered in a respectful, culturally sensitive and appropriate manner and
• 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
• In small agencies, may be responsible for social workers involved in the provision of the full range of social services including advanced services
• Performs related duties as assigned

EMPLOYMENT STANDARDS
Knowledge of:
• Principles and practices of supervision, training, mentoring, motivating, casework consultation, and peer counseling
• 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
• Functions of public social services agencies and the principles of public social service administration
• Casework concepts, techniques of interviewing, and record keeping in social casework
• Laws, rules, and regulations governing the operation of public social services agencies and the role and responsibilities of a social worker
• 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 the home; options for placement; effects of removing clients from unsafe situations
• Principles and methodologies of research, analysis, problem solving, and decision making.
• Computers, software, and Internet research
• Resources available in the community for referral or utilization in employment or social service programs
• Principles, methods, and resources in the field of public health, mental health, education, corrections and rehabilitation as they relate to public social services

Ability to:
• Exercise sound judgment when organizing, directing, and prioritizing unit activities.
• Select, train, coach, supervise, evaluate, and discipline subordinate staff
• Mentor, counsel, and collaborate with staff and foster an environment of teamwork, mutual respect and professionalism
• Apply effective interpersonal and interviewing skills
• Develop and maintain effective working relationships with agency staff, clients, and outside organizations
• Present oral and written reports concisely and clearly
• Analyze a situation accurately and adopt an effective course of action
• Maintain confidentiality in accordance with legal standards and/or county regulations
• Recognize signs of abuse for children, the elderly and dependent adults; assess risk factors and potential dangers to clients
• Act effectively in stressful situations
• Interact professionally and respectfully with clients including difficult, hostile, or distressed clients
• Respect cultural differences
• Use computers and related software

MINIMUM QUALIFICATIONS:

Pattern 1: Three (3) years of full-time experience performing journey level social work case management duties* in a Social Worker II classification in an Interagency Merit System (IMS) county;

(Subscription: One year of graduate work in social work or counseling may substitute for one year of the required experience.)

OR

Pattern 2: One (1) year of full-time experience performing advanced journey level social work case management duties in a Social Worker III classification in an Interagency Merit System (IMS) county.

OR

Pattern 3: Four (4) years of full-time experience performing social work case management duties.

*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
- Modoc County Department of Social Services requests that all applicants submit the following documents with their applications:
  - Cover Letter
  - Resume
  - References (a total of 5)
  - Transcripts (if applicable to the Minimum Qualifications)
- The ability to speak, read and write Spanish in addition to English is optional.
- 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 includes federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent with 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 an investigation during the 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.

FOREIGN DEGREE EQUIVALENCY
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.nesap.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

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 the Merit Systems Services Program mssoptprogram@calhr.ca.gov or 916-323-2360 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.

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.

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.

This job bulletin will not be available online after the application deadline. Please print a copy for your records.
Social Worker Supervisor I Supplemental Questionnaire

1. ***PLEASE READ***

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

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

- Cover Letter
- Resume
- 5 References (2 to 3 professional; 3 to 2 personal)
- Transcripts (if applicable to qualifications)

2. The Minimum Qualifications for Social Worker Supervisor I list several patterns under which an applicant may qualify.

When deciding under which pattern you believe you qualify, please note the following:

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.

Please place a check next to the pattern which you believe you might qualify (you may check more than one):

- Three (3) years of full-time experience performing journey-level social work case management duties in a Social Worker II classification in an Interagency Merit System (IMS) county;
- One (1) year of full-time experience performing advanced journey-level social work case management duties in a Social Worker III classification in an Interagency Merit System (IMS) county,
- Four (4) years of full-time experience performing social work case management duties.
- None of the above

* Required Question