



**Minimum Qualifications**

While the following requirements outline the minimum qualifications, only applicants who demonstrate the best qualifications match for the job will be selected to continue in the recruitment process. Applicants must meet the minimum qualifications by the application deadline.

**EITHER**

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) college semester units (45 quarter units) from an accredited college or university, including fifteen (15) semester units (22 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 24 semester or 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.

**Mono County**

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California’s Sierra Nevada mountain range.

The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

**Social Worker III**

**Mono County**

**Department of Social Services**

Monthly Salary: \$4,305 - \$5,236

**Application Deadline:**

Monday, June 29, 2015

5:00 p.m. PST

**Tentative Examination Dates:**

Writing Assessment: Week of July 13, 2015

Oral Exam: Week of July 13, 2015

Examinations will be held in Mono County

**Location:**

The resulting list will be used to fill vacancies in Mammoth Lakes, California

**The Position**

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.

**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. 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.

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.

The existing eligible list will be replaced upon completion of this examination. The eligible list established from this recruitment will be used to fill part-time and full-time regular, limited-term or extra-help positions as vacancies occur or the need arises.

## KNOWLEDGE AND ABILITIES

The following may be tested in the examination:

### 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.

## EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

### The examination components may consist of:

#### WRITING ASSESSMENT:

This examination will not be weighted. It will be used for advisory purposes only.

Categories tested may include:

- Grammar and Syntax
- Spelling and Capitalization
- Punctuation
- Vocabulary
- Tone / Voice
- Composition and Structure
- Accuracy
- Analysis

#### ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Analytical Ability
- Basic Rules, Regulations, Processes, Purpose of Services
- Communication (Oral and Written)
- Community Resources and Organization
- Confidentiality
- Difficult Casework
- Education, Experience and Training
- Interpersonal Relations
- Issues in the Field of Social Work
- Job Related Knowledge and Skills
- Laws, Regulations, and Rules Governing Public Welfare
- Lead Work
- Planning/Organizational Skills
- Principles of Interviewing and Assessment
- Take Initiative

#### FOREIGN EDUCATION

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.naces.org](http://www.naces.org). MSS will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to MSS at 916-648-1211 or email them to [mss@cpsshr.us](mailto:mss@cpsshr.us) prior to the application deadline.

#### SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at [mss@cpsshr.us](mailto:mss@cpsshr.us) within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

#### HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto [www.mss.ca.gov](http://www.mss.ca.gov) and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. **POSTMARKS ARE NOT ACCEPTED.**

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

#### **MERIT SYSTEM SERVICES**

241 Lathrop Way, Sacramento, CA 95815

Website: [www.mss.ca.gov](http://www.mss.ca.gov)

Email: [mss@cpsshr.us](mailto:mss@cpsshr.us)

Phone: (916) 263-3614

**Note:** Your application and any additional material become the property of MSS. **Please make a copy for your file.**

**This job bulletin will not be available online after the application deadline. Please print a copy for your records.**

#### EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at [mss@cpsshr.us](mailto:mss@cpsshr.us).

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, [mss@cpsshr.us](mailto:mss@cpsshr.us), asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

*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.*

**Mono County is an Equal Opportunity Employer**

**Bulletin Issued: June 9, 2015**

**SUPPLEMENTAL FORM – SOCIAL WORKER (Page 1 of 2)**

**Social Worker III  
Mono County Department of Social Services  
APPLICATION DEADLINE: Monday, June 29, 2015**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I am or have been a probationary or permanent Social Worker in a California County Department of Social Services. (Internship experience is not qualifying)

Yes  No

If your answer to the above question was no, please complete the rest of the questionnaire.

Your responses to this supplemental questionnaire are an integral part of your examination, and will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. It is important that your responses be as complete and detailed as possible. (If you are completing a paper application and need additional room for your responses, please use 8 ½ X 11 paper and attach to this coversheet.)

**YOU MUST SUBMIT YOUR RESPONSES TO THIS QUESTIONNAIRE ALONG WITH THE APPLICATION. FAILURE TO DO SO WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.**

**\*\*\*FOR APPLICANTS WHO APPLY ONLINE, THE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE ONLINE APPLICATION.\*\*\***

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!**

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

**DON'T DO THIS**

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

**SUPPLEMENTAL FORM – SOCIAL WORKER (Page 2 of 2)**

**Social Worker III  
Mono Department of Social Services  
APPLICATION DEADLINE: Monday, June 29, 2015**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Provide a description of your social work case management experience in the following areas using the guidelines on the previous page. 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. Please write your responses on 8 ½ X 11 paper, reference your responses to the appropriate questions, and attach them to this cover sheet. IF YOU APPLY ONLINE YOU DO NOT NEED TO COMPLETE THIS FORM. IT WILL BE PART OF THE ONLINE APPLICATION.

- 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

