The Position
Under general supervision, the Social Service Aide-BJM provide supervision and care of abandoned, neglected, and abused children in protective custody; workers in this classification possess the general skills necessary for the care of children at the Betty Jo McNeece Receiving Home (BJMRH); assists Social Workers by performing specifically designated tasks related to the improvement of family functioning, child care and child welfare services; and performs related work as required.

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
Equivalent to completion of two (2) years of college, including thirty (30) semester units in social welfare social/human service, sociology, or other behavioral science*

OR
Two (2) years of full-time experience comparable to the Homemaker or Vocational Assistant classification

OR
Two (2) years of full-time experience in a public or private Social Services agency providing services to disadvantaged adults or children

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

Imperial County
Imperial County, with a population of approximately 166,874, is located in the southern most region of the state. Imperial County is bordered by Riverside County to the north, Yuma, Arizona to the east, San Diego County to the west and Mexico to the South.

El Centro, the county seat, with a population of approximately 40,563 is the County’s population center.

Imperial County is a desert community with a warm, dry climate. Summers are extremely hot and dry while winters are temperate. The Imperial Valley offers many out-door recreational opportunities. One of the largest attractions is the Imperial Sand Dunes Recreational Area; which is a playground for thousands of off-road enthusiasts.

**The list established from this recruitment will be used to fill extra-help vacancies. "Extra help" means those persons employed for a temporary period to perform a specific task, job or assignment. Such employee will not earn vacation or sick leave, and will not be eligible for merit increases nor entitled to participate in the County’s retirement program. Staff hired as extra-help for the Betty Jo Mcneece Receiving Home will be scheduled as needed and may be called to work different shifts.**
The following may be tested in the examination:

Knowledge of:

- State and County rules and regulations governing the shelter and dependent children.
- Growth and hygiene needs of children.
- Illnesses and injuries common to infants and children.
- Crisis prevention and intervention skills.
- Basic rules and regulations regarding In-Home Support Services, child abuse reporting, and Welfare and Institution Codes.
- Basic community resources useful to clients served, acceptable housekeeping and homemaking standards, including the methods, materials and equipment used in general housekeeping work.
- Basic methods and attitudes involved in the in-home care of physically ill, handicapped or disabled persons and adequate food preparation with limited kitchen equipment.

Ability to:

- Implement the shelter program of care and intervention.
- Care of infants and toddlers.
- Care of children with behavioral, developmental, educational or emotional problems.
- Interview persons to obtain a variety of information applicable to the provision of social services.
- Understand and accept differences in human behavior resulting from cultural, economic or other forms of deprivation.
- Administer basic first aid.
- Organize and direct children's recreational, social, and group living activities.
- Deal with physically, emotionally and/or sexually abused children.
- Prepare basic written reports.
- Recognize and report specific indications of need for social services.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Establish and maintain effective working relationship with departmental staff, local agencies, community organizations and the public.
- Effectively communicate verbally and in writing.

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:

WRITTEN EXAMINATION
This examination will be weighted: 50%

Categories tested may include:
- Clerical Skills and Abilities
- Reading and Interpreting Written Information
- Written Communication
- Public and Interpersonal Relations
- Effective Working Relations

ORAL EXAMINATION
This examination will be weighted: 50%

Categories tested may include:
- Basic Rules, Regulations, Processes, Purpose of Services
- Communication (Oral and Written)
- Community Resources Useful to Clients
- Confidential
- Deal with Abused Children
- Education, Experience and Training
- Interpersonal Relations
- Interviewing Skills
- Job Related Knowledge and Skills
- Knowledge of Goals and Purposes of Social Service Programs
- Planning/Organizational Skills
- Prepare Basic Reports
- Recognize and Report Problems
- Take Initiative
- Understand and Accept Differences
**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 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
Email: mss@cpshr.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.

**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. 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@cpshr.us prior to the application deadline.

**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@cpshr.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@cpshr.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.

**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@cpshr.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.

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.

*Bulletin Re-Issued: March 3, 2015*
**CLASS COURSE LISTING**

Social Service Assistant *(MSS Title: Social Service Aide)*
Betty Jo McNeece Receiving Home
Imperial County Department of Social Services
APPLICATION DEADLINE: Friday, March 13, 2015

Name:________________________________________ Date:______________

IF YOU WISH TO HAVE YOUR APPLICATION EVALUATED BASED ON YOUR COURSEWORK, THIS FORM MUST BE SUBMITTED WITH THE APPLICATION. FOR APPLICANTS WHO APPLY ONLINE, THE QUESTIONS WILL BE AVAILABLE IN THE SUPPLEMENTAL SECTION OF THE ONLINE APPLICATION.

***ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS. ***
College transcripts will NOT be accepted.

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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. Please write your responses on separate sheets of 8 ½ X 11 paper, referenced to the appropriate questions, and attach them to this cover sheet. FOR ONLINE APPLICANTS, THESE QUESTIONS WILL BE INCLUDED IN THE SUPPLEMENTAL SECTION OF THE APPLICATION.

Name:____________________________________________________________ Date:________________________

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION PROCESS.

Supplemental Questions

1. The list established from this recruitment will be used to fill an extra-help position. Do you acknowledge and understand that this is an extra-help position?

   ___ Yes   ___ No