**The Position**
Under general direction, the Social Worker Supervisor I plans, organizes and supervises social service and employment staff engaged in providing information and referral services, homemaker and chore 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.

The current position is for a Social Worker Supervisor I that will be conducting case reviews using the Federal Case Review tool. The Federal Case Review tool will be used to ensure child welfare conformity with federal child welfare requirements; determine what is actually happening to children and families as they are engaged in child welfare or probation services; and assist the State and County to enhance capacity to help children and families achieve positive outcomes through a thorough case review. Case reviews include an extensive online review process and in-depth interviews with individuals involved in the case plan for each case selected for review. The selected individual will need to attend an intensive four day training and will need to pass a test at the end of the training.

**Minimum Qualifications**
See next page

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**Tehama County**
Tehama County, with a population of 63,057 is located in central northern California, in the Sacramento Valley, bisected by Interstate 5 as well as the Sacramento River. Red Bluff, the county seat and the largest city within the County, has a population of approximately 14,103.

Tehama County offers hot, dry summers, with comfortable nighttime temperatures and mild winters. The County has a variety of topography with rolling foothills, rangeland, and the fertile valley floor at 341 feet above sea level between the Sierra Mountains and the Coastal Range Mountains reaching above 8,000 feet. Recreational opportunities include camping, fishing, hiking, hunting, swimming, golfing, bowling, tennis, softball, volleyball, horse shoes, and horseback riding along with local theatre, concerts, rodeos, festivals, the County fair, parades, dinner/dances, and ice cream socials.
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**

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;

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

**OR**

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**

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.

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 component may consist of:

**ORAL EXAMINATION**

This examination will be weighted: 100%

Categories tested may include:
- Communication (Oral and Written)
- Conflict Resolution
- Delegation
- Staff Development/Training
- Discipline
- Education, Experience and Training
- Evaluation/Feedback
- Interpersonal Relations
- Interviewing/Hiring
- Job Related Knowledge and Skills
- Motivation
- Planning/Organizational Skills
- Supervision
- Initiative
The following may be tested in the examination:

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.
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 Issued: June 8, 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.
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