SOCIAL SERVICES WORKER III - CWS

FILING DEADLINE: Continuous

SALARY RANGE: $3,888-$4,738 Monthly

Multiple vacancies with the Health and Human Services Agency, throughout Tulare County. This recruitment will establish an employment list to fill current and future. The anticipated life of the list is six months.

DUTY SAMPLE

Manage a caseload within the Child Welfare Services spectrum, including emergency response, family maintenance, family reunification, permanency planning and adoptions. May include occasional, short term management of complex cases; perform case studies for the purpose of assessing, diagnosing and making recommendations on individual and family problems, termination of parental rights and adoptive placements; investigate and make recommendations concerning family situations involving neglect or child abuse; investigate allegations of abuse in foster care; testify in court on assigned cases as needed; represent CWS in all mandated court appearances including detention, pre-adjudication, adjudication, disposition, 90 day review, 6, 12 and 18 month reviews, permanency planning hearings, as well as any other required court appearances; evaluate court recommendations for appropriate referrals for services, both internally and externally; refer and transport clients to specialized services for specific types of counseling or therapy; interpret and explain rules, regulations, and policies to clients and applicants; prepare and maintain case records, case narratives, court reports and medical records; research case files for medical, mental health and substance abuse history of parents and child and prepare written medical reports; develop, implement and monitor complex treatment plans; maintain confidentiality of all information and materials handled; Participate in staff development programs to increase technical competence; input data into a statewide, computerized client tracking and management system; prepare memos, letters and reports; may provide training and instruction to staff; may plan, develop and make presentations; may recruit county foster homes and adoptive applicants by using various techniques such as media outreach, community outreach events, and by speaking at conferences and meetings; may review, edit and distribute the court related documents as prepared by the social work staff; may provide training on techniques for dealing with behavioral issues of children to biological, foster or adoptive parents; may act as a lead worker within a unit in the absence of the lead worker.

EMPLOYMENT STANDARDS

Education/Experience: A typical way to obtain the knowledge, skills and abilities for this position would be equivalent to graduation from an accredited college or university with a Bachelors degree in social work, behavioral science, social science or a closely related field.

Knowledge of: Dynamics of child abuse and neglect; Interviewing and counseling methods and techniques; community resources available to assist clients; terminology and vocabulary relevant to social work and social service programs; caseload management methods and techniques; components of treatment plans and their development and implementation; court room procedures and etiquette; techniques for diagnosing family situations and problems sufficient to develop, implement, and monitor treatment plans; basic math including addition, subtraction, multiplication, and division.

Skill/Ability to: Manage a caseload; investigate and make recommendations concerning family and individual situations involving neglect or lack of medical care; verbally communicate to explain technical information to people of various socio-economic, cultural, and educational backgrounds; read, interpret and explain rules, regulations, policies and procedures; write clear concise, grammatically correct narratives, reports, records and letters; follow verbal and written instructions; retain and recall information; adjust to changes in workload and coordinate work with others; establish rapport and maintain effective working relationships; input and retrieve data on a statewide, computerized client tracking and management system; use patience, tact and courtesy in dealing with people under various circumstances and under emotional stress; type/keyboard accurately at a speed of 35 words per minute.

DESIRED EMPLOYMENT STANDARDS

Education: Masters degree in social work. Experience: Two years of social case work experience in a public or private social service or health agency. Knowledge of: Child development; adoption laws, regulations and processes. Skill/Ability to: Apply child abuse and neglect dynamics to case situations; use child development dynamics in assessing a child's developmental stage; speak, read and write Spanish, Hmong or other client language.

Conditions of Employment: Candidates selected will be required to pass a pre-employment drug and alcohol screening. Additionally, a background investigation may also be conducted. Some job classes may also require a physical examination.

License and Certificate: Possession of, or ability to obtain, an appropriate, valid California driver's license.
Prospective employees must submit an application, Application:

EMPLOYMENT PROCESS

to undergo a psychological evaluation and be found free of any emotional and mental condition which might adversely affect the exercise of the powers of a peace officer. Pursuant to California Government Code Section 1031, applicants for law enforcement positions are required to provide proof of identity and authorization to work in the United States.

Drug Free Workplace: The County is a drug-free workplace and has a comprehensive substance abuse policy.

Immigration Law: Prior to employment, applicants for law enforcement positions will be required to provide a D214 form and meet the County’s driving standards. Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Other Benefits: Employees have options which may differ between bargaining units. The County has a variety of health plans and a defined benefit plan.

Consulting or advising a county plan administrator is provided and may include, but is not limited to:

- Reviewing plan documents for compliance with laws
- Providing guidance on plan administration

EMPLOYEE BENEFITS

DENTAL BENEFIT

The County provides basic dental benefits as a designated benefit.

VISION BENEFIT

The County provides basic vision benefits as a designated benefit.

MENTAL HEALTH SERVICES

The County provides mental health services as a designated benefit.

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. Tulare County has a variety of benefit options available which may differ between bargaining units.

COMPENSATION

The provisions of this bulletin do not constitute an expressed or implied contract or offer of employment. Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of twelve months of satisfactory service. Employment lists contain names of applicants who have obtained passing scores. Employment lists are maintained for six months and no more than two years. Candidates selected will be required to pass a pre-employment process which can include psychological examination, fingerprinting, physical, drug and alcohol screening, and/or a combination of pre-employment examination which can include a physical exam or any combination thereof. Disabled applicants who may consist of an application review, written, oral, or performance examination. A background investigation may also determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may require the employee to join a union or pay an equivalent service fee. The provisions of this bulletin do not constitute an expressed or implied contract or offer of employment. Tulare County does not discriminate on the basis of race, religion, color, national origin, sex, age or handicap in any of its programs or activities.

Drug and Alcohol Screening:

Drug and alcohol screening is a requirement for employment. Employment contributors receive an additional 5 days of vacation after 1 year of service. After 3 years of service, employees may be provided with a choice of medical plans including dental and vision insurance. A choice of medical plans including dental and vision insurance are provided and may include:

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