

USC Leonard Davis School of Gerontology

**Job Posting: Sonoma County Adult and Aging Division of the Human Services
Department**

Final Filing Date: 02/13/06

Job Position: Social Worker IV (2 full-time positions available)

Department: Adult Protective Services (APS) and Multipurpose Senior Services Program (MSSP)

Organizational Overview:

The Adult Protective Services responds to reports of abuse and neglect involving seniors and dependent adults. Staff provides protective and supportive social services as well as community training and coordination with other agencies.

Summary of duties:

Adult Protective Services (APS)

This is a full-time position. Under direction, Social Worker IV positions in APS have an assigned caseload and are responsible for immediate, ten-day and/or 24-hour response to APS reports. APS social workers investigate suspected incidents of elder and dependent adult abuse, neglect or exploitation; work together with other professional disciplines to intervene in cases of abuse and neglect; coordinate with law enforcement, legal and medical services and other social service agencies. Responsibilities include writing risk assessments, service plans and documenting cases within required time frames.

Multipurpose Senior Services Program (MSSP)

Under direction, Social Service Worker IV positions in MSSP provides assessment, care planning and case management and purchases services for frail, elderly clients who are eligible for Medi-Cal. Social Worker IV positions in MSSP have an assigned caseload that requires the development, documentation and implementation of comprehensive treatment plans designed to protect elderly and/or dependent adults. The MSSP social work care manager is a member of a multi-disciplinary team including a public health nurse and the MSSP supervising care manager.

Qualifications:

Education and Experience: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, this includes a Master's Degree in social work, or a Master's Degree from a two-year counseling program.

OR

Graduation from college, with a degree in social Work, sociology, psychology or other behavioral science; and five years of progressively responsible experience in a public welfare agency, two of which were at the level of Social Service Worker III would provide such

opportunity.

OR

Academic coursework at a college or university in social work, psychology, sociology, and other behavior sciences; and six years of progressively responsible experience in a social work agency, at least three of which were at a level of Social Service Worker III would provide such opportunity.

MSSP is a federal waiver program with specific requirements for documentation and care management including meeting required timeframes for client contact, assessment and documentation. *The most qualified candidates will have an MSW or a master's degree from a two-year counseling program and one year of experience working with the elderly. Home health, hospice, or medical social work documentation standards experience is highly desirable.*

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California to perform the essential job functions of the position.

Knowledge and Abilities

Thorough knowledge of: the principles and application of psychology of individual and group behavior, community services, and social work methods; social casework goals, principles and methods; the intent and appropriate application of laws, rules, regulations, policies governing operation of public social service agencies; physical and mental illness and their impact on personality.

Working knowledge of: problem solving and counseling techniques.

Considerable knowledge of: socioeconomic factors, which promote stable family life and elements which affect daily stability.

Ability to: use social work methods and evaluation; crisis intervention and therapeutic social work counseling; communicate with and relate to a varied client group; work constructively within an agency and community setting; effectively use consultative supervision resources, services; control personal bias and apply social work ethics; and keep records and prepare records.

Selection Procedure:

List all employers and positions held within the last ten years in the work history section of your application. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may result in disqualification.

This selection procedure will consist of the following examination:

1 An Application and Supplemental Questionnaire Appraisal Examination (100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for

satisfaction of minimum qualifications (pass/not pass), and for educational course work, training, experience, knowledge, and abilities which relate to this position. Applicants must attain a minimum passing score of at least 70% on the application and supplemental questionnaire appraisal examination to be placed on the employment list. Each applicant will be scored based on the following criteria:

- _ Quality of answers to supplemental questions
- _ Achieved level of education and training in field (as described in the qualifications section of this bulletin)
- _ Relevant experience in field (as described in the qualifications section of this bulletin)

Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

2 If necessary, an oral examination will be given to further evaluate each applicant's knowledge and abilities related to the position. If an oral examination is conducted, the weight of the examination shall be 100%. Only the most suitably qualified applicants from the application and supplemental questionnaire appraisal examination will be invited to an oral examination. Candidates must receive a final passing score of at least 70% in order to be placed on the eligible list.

A background investigation is required prior to appointment to regular positions and some temporary jobs. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy.

NOTE: The State of California requires the Department of Human Services to fingerprint all candidates for Social Service Worker positions prior to hiring.

Please see the **BENEFITS** tab for additional information on the general employment process steps and vacation, holidays, sick leave, insurance, and other benefits information.

Additionally, a medical and physical abilities examination, including a drug and alcohol screening, will be required prior to employment. Please see additional information as provided in the General Employment Information regarding the general employment process.

Applications are accepted on-line through the County of Sonoma website (www.sonoma-county.org) or the website of www.governmentjobs.com. Paper applications may be submitted by person, fax (707-565-3770), e-mail, or through the mail. **Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.**

THE COUNTY OF SONOMA IS COMMITTED TO A POLICY AND ACTIVELY PURSUES A PROGRAM OF EQUAL EMPLOYMENT AND NON-DISCRIMINATION.

HR Analyst: SR
HR Technician: MA
HR Assistant: SW

EXAM #06/01-3004A&A
SOCIAL SERVICE WORKER IV ADULT PROTECTIVE SERVICES & MULTIPURPOSE
SENIOR SERVICES PROGRAM

**SOCIAL SERVICE WORKER IV Adult Protective Services & Multipurpose Senior
Services Program Supplemental Questionnaire**

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1.

The following questions have been designed to assist you in presenting your qualifications for this position. Your answers to these questions will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process. It is expected that you will be as complete and specific as possible. A resume may be submitted but will NOT be accepted in lieu of a completed supplemental questionnaire. Applications submitted without a completed supplemental questionnaire may not be considered for further evaluation.

Required Format for Responses The total length of your responses to the Questionnaire must not exceed two and 1/2, single-spaced, typewritten pages.

Certification and Acknowledgements By submitting your application packet, you are certifying that the following is true and correct: I am the author of the responses to the examination questions, and I am submitting an accurate representation of my abilities.

I understand that all information I have provided on all documents is subject to verification. Submitting information that is false, inaccurate, or incomplete to the extent that it misrepresents the facts may result in my disqualification, ineligibility or separation from employment. I understand that the documents I submit may be forwarded to department managers who are making selections from the eligible list resulting from this examination.

I have read the above instructions and information, and certify that I have complied with these instructions.

Yes No

*

2. Describe your experience working with frail elders and/or people with physical or developmental disabilities including home visit experience.

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3. Describe your experience writing assessments and developing care plans.

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4. Give an example when you responded to an emergency situation that involved an older or dependent adult. What was the outcome of the situation?

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5. Describe any experience you may have as a member of a multi-disciplinary team. Tell us your role as a member and briefly describe the team goals and objectives.

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6. Describe your experience with documentation standards and complying with required timelines. Include any experience you may have with computer software programs for case documentation.

Salary:

\$26.88 - \$32.67 Hourly

\$2,157.76 - \$2,622.55 Biweekly

\$4,675.15 - \$5,682.18 Monthly

\$56,101.79 - \$68,186.21 Annually

The Social Service Worker IV classification has a \$500.00 Signing Bonus and an additional \$500.00 Retention Bonus payable after one year of service.

Contact:

Return employment applications and supplemental data to:

Address: 575 Administration Drive Office 116B

Santa Rosa, CA 95403

Phone: (707) 565-2331

Website: <http://www.sonoma-county.org/>