



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Adult & Aging Social Service Worker IV

An Equal Opportunity Employer

SALARY

\$31.47 - \$38.24 Hourly \$2,526.22 - \$3,069.67 Biweekly \$5,473.47 - \$6,650.96 Monthly
\$65,681.67 - \$79,811.47 Annually

OPENING DATE: 06/14/18

CLOSING DATE: 07/05/18

THE POSITION



**Make a difference in the lives of Sonoma County's older and dependent adults
Full time and Part time positions available!**

Starting Salary Up To \$38.24/Hr. (\$79,811.47/Yr.)*

What Makes Sonoma County Human Services a Great Choice

We believe in the merits of work/life balance and enjoy flexible work schedules, as well as the satisfaction of knowing that our work contributes to the betterment of our community.

In addition to generous starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment, and continuous training and education, you can look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month (\$600 cash allowance + the maximum salary step = approximately \$7,250.96 per month)
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Callback – Emergency Response Program pay
- Competitive vacation accruals, 11 holidays per year, and accommodating sick leave accruals
- A choice of health plans, with a County contribution toward the premium
- A County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- A defined benefit retirement plan fully integrated with Social Security

*Salary is negotiable. Benefits described herein do not represent a contract and may be changed without notice.

About the Positions

Social Service Worker (SSW) IV's in the Adult & Aging Division provide a full range of social services required to protect older and dependent adults from neglect, abuse, or exploitation, and provide case management services for elders and adults with disabilities who need support to stay safely in the community. SSW IV's have responsibility for an assigned caseload of

clients. These positions require extensive training and experience in case management and in the development of risk assessments, service plans, and community resources. Ideal candidates will possess:

- A Master's Degree in Social Work, Gerontology, or a related field
- Experience working with frail, low income and elderly populations and/or people with disabilities
- Community care coordination, mental health, and/or counseling experience

Positions will be assigned to the followings units:

Adult Protective Services (APS)

APS SSW IV's 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 conducting a risk assessment, creating service plans, and documenting cases within required time frames.

Home and Community Based Alternatives (HCBA) Waiver

The HCBA Waiver provides comprehensive care management, as well as home and community based services and supports to eligible Medi-Cal beneficiaries who would otherwise receive care in long-term care facilities. The primary goal of the HCBA Waiver is to support Medi-Cal beneficiaries' choice to return or remain in the community setting of their choice. HCBA SSW IV's work with clients, family members, and others to determine what services are needed in order to make the clients stay at home as safe and independent as possible, and then coordinates these services.

Housing and Disability Advocacy Program (HDAP)

The HDAP provides supports to clients who are homeless or at risk of homelessness, who have a disability, and are not receiving disability income. The SSW IV will provide intensive case management support to clients in order to identify and overcome barriers, and assist clients to secure stable housing. This position will also have responsibilities for other housing related services for the Department.

Multipurpose Senior Services Program (MSSP) - Part time

The MSSP is a care management service for Sonoma County seniors age 65 and older who are eligible for Medi-Cal, are in frail health, low income and/or are at risk of going to a nursing home. Teaming up with a public health nurse, MSSP SSW IV's work with clients, family members, and others to determine what services are needed in order to make the clients stay at home as safe and independent as possible, and then coordinates these services.

The Civil Service title for these positions is Social Service Worker IV.

About the Adult and Aging Division

The Adult and Aging Division (A&A) assists and advocates for safety, health, dignity, and independence of older adults and persons with disabilities. A&A focuses on protective, supportive social services, as well as community advocacy and coordination. The Division includes the Sonoma County Area Agency on Aging program, and its Advisory Council, which plan, coordinate, and allocate Older American Act funds for services for persons 60 years of age and older in Sonoma County.

Division services include:

- Adult Protective Services
- Area Agency on Aging
- In-Home Support Services
- IHSS Public Authority
- Linkages Care Coordination Program
- Multipurpose Senior Services Program
- Veterans Service Office

- Public Administrator/Public Guardian/Public Conservator

For additional information about the Adult and Aging Division, please visit our website, at <http://sonomacounty.ca.gov/Human-Services/Adult-and-Aging-Services/>.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM 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.

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

KNOWLEDGE, SKILLS, 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, 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; keep records and prepare records.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- 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, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting-a-Job](#) with the County of Sonoma to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. 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.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. 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. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: JL
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/06-3004-O
ADULT & AGING SOCIAL SERVICE WORKER IV
JL

Adult & Aging Social Service Worker IV Supplemental Questionnaire

- * 1. Extra Help positions may become available during the active status of this employment list. Are you willing to consider Extra-Help employment? **Your response to this question does not affect your eligibility for this position.** NOTE: Extra-Help employees are not eligible for certain benefits available to permanent employees. More information regarding Extra-Help benefits may be found online, at:
<http://sonomacounty.ca.gov/HR/Benefits/Benefit-Directory-for-Extra-Help/>.
- Yes No
- * 2. A Part Time position is available. Are you willing to consider Part Time employment?
- Yes No
- * 3. Please indicate how your education and experience meet the requirements of this position, as stated in the job announcement:
- I have a Master's Degree in social work OR a Master's Degree from a two-year counseling program
- I have a Bachelor's Degree in social work, sociology, psychology, or other behavioral science, AND ALSO have five years of progressively responsible experience in a public welfare agency, two of which were at the level of Social Service Worker III or equivalent
- I have completed college-level coursework in social work, psychology, sociology, and other behavioral sciences AND ALSO have at least 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 or equivalent
- None of the above
- * 4. Based on the answer you provided in Question 3, please elaborate how you meet the minimum education and experience requirements for this position.
- * 5. Please detail your social work and case management responsibilities with a vulnerable elderly population and/or persons with disabilities. Include your experience conducting in home visits.
- * 6. Provide an example of a complex case you managed involving frail, low-income, elderly clients or low-income persons with disabilities which demonstrates your proficiency with this population. Include details regarding:
- Issues facing your client(s)
 - Evidence-based practices used
 - Clinical assessments performed
 - Agencies with which you interacted
 - Actions you took
 - Challenges faced
 - The outcome
- * 7. Describe your experience working in a multiple disciplinary environment (e.g., public health nurses, mental health professionals, law enforcement, etc.) to assist a client with reducing risk in their life.
- * 8. JL - How did you first learn about this opportunity? (SSW)
- CalJobs

- CareerBuilder
- Careersingovernment.com
- College or University
- Craigslist Mendocino
- Craigslist North Bay
- Craigslist Sacramento
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Los Cien
- Monster
- National Association of Social Workers
- Press Democrat
- Socialworkjobbank.com
- Socialservices.com
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Other Internet Site
- Other Publication

* Required Question