



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

**Children's Residential Care Counselor I
- Regular & Extra Help**

An Equal Opportunity Employer

SALARY

\$21.62 - \$26.28 Hourly \$1,735.52 - \$2,109.60 Biweekly \$3,760.29 - \$4,570.79
Monthly \$45,123.53 - \$54,849.51 Annually

OPENING DATE: 07/27/18

CLOSING DATE: 08/14/18

THE POSITION



**Put your positive youth development and experiential learning background to work
for Sonoma County's children**

Make a difference in a child's life as a Children's Residential Care Counselor I

**In addition to a starting salary of up to \$4,570.79/month*, we provide an
additional cash allowance of approximately \$600/month for regular help employees.**

Regular help employees also receive excellent benefits*, including:

- An annual Staff Development/Wellness Benefit allowance up to \$850
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range
- Competitive vacation and sick leave accruals, 11 holidays per year
- County paid premium contribution to several health plan options
- Defined benefit retirement plan fully integrated with Social Security
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

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

This is an excellent opportunity to serve our community's youth and work with some of Sonoma County's finest trauma informed youth counselors. We are currently recruiting to fill one full-time and multiple extra-help Children's Residential Care Counselor I positions in the Human

Services Department. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list. **County employees who wish to be considered for future vacancies should consider applying to this recruitment.**

About the Positions

The Valley of the Moon Children's Center (VMCC) is a part of the Family Youth & Children's Services division of the Department of Human Services. It provides temporary, emergency shelter care for children ages newborn through 17 who have entered foster care due to abuse, abandonment, neglect, or resulting from parents/guardians inability to care for them.

A Children's Residential Care Counselor I is required to carry out the mission and trauma-informed care philosophies and approaches as they pertain to day-to day operations of VMCC. This includes direct supervision of youth, to ensure their safety and well-being, by monitoring program participation and setting limits as appropriate. Other duties may include:

- Participating in team meetings to ensure critical information about the progress of each youth is communicated to all team members
- Providing positive and nurturing experiences while maintaining care and supervision
- Teaching, coaching and providing feedback to youth in order to develop a new self-regulation skill set
- Documenting youth participation in activities, as well as their strengths, challenges, behaviors, interactions and application of therapeutic skills
- Building relationships with a variety of youth and their caregivers as they transition out of VMCC; engaging caregivers in therapeutic activities

The ideal candidate will possess:

- A strong youth development and experiential learning background
- Experience in Trauma-Informed Care practices
- Multiple years' experience working in a children's/youth group home, wilderness program/camp, or other environment, requiring strong supervisory facilitation skills, interactive support, and coaching
- The ability to develop positive connections with youth and role model problem solving and conflict resolution
- The ability to monitor and intervene in high risk behaviors, handle crisis situations, and provide consistency and behavioral limits through relationship-based interventions
- The ability to teach and model the agency mission, vision, values, and program character traits

VMCC operates 24 hours a day, 7 days a week, and the ability to work evenings and weekend hours is required. Applicants must be willing to undergo a thorough background investigation, psychological evaluation, fingerprinting, criminal history, and a medical and physical abilities examination prior to employment.

Extra-Help Employment

Extra-help employees relieve or augment permanent staff. Intermittent, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most regular employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Intermittent, extra-help employees are limited in their employment to a maximum of 1,380 hours within any twelve month consecutive period.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Completion of sixty semester units at an accredited college with at least nine semester units in child development, sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, child psychology or a closely related field in behavioral science would provide an opportunity to acquire the knowledge and abilities listed. Two years of full-time experience in a position equivalent to the level of Counselor I with Sonoma County may be substituted for thirty semester units of coursework.

Experience: Experience as a group or youth counselor or other experience related to working with children or youths would provide an opportunity to acquire the knowledge and abilities listed.

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.

Additional Requirements: Candidates certified for employment must be willing to undergo and successfully complete an in-depth background investigation, including a psychological evaluation, finger printing, criminal history check and a medical examination.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: sociology, behavioral and social psychology; social casework, social welfare, counseling and guidance, child development, behavioral and related sciences; relationship to personality development, behavior patterns, motivation and group and family dynamics; psychological, sociological, behavioral cultural factors and child development as they relate to dealing with dependent, abused or neglected children; typical child and youth behavior patterns and methods of guidance, counseling and modification of behavioral patterns.

Learns working knowledge of child care services; daily care and nurturing of infants, young children and youth; personal hygiene, grooming; the ability to teach hygiene techniques to children; record keeping; departmental policy, regulations and functions; first aid and CPR; child abuse reporting laws; recreational activities for children and youth; food preparation and service. The Valley of the Moon Children's Home uses a specific method of interacting with children. Staff is expected to learn and use the prescribed method.

Ability to: effectively communicate orally and in writing, and to listen actively; read and comprehend instructions and standards and apply them to a variety of situations; make and record detailed observations. Write descriptive narratives, including incident or observation reports. Relate to a wide variety of individuals from varied socio-economic, cultural and ethnic backgrounds and experiences. Establish and maintain appropriate relationships with children and youths. Establish and maintain effective working relationships with coworkers, supervisors, health and social service providers, parents, volunteers, foster parents, guardians, and family, law enforcement agencies, other County Departments and the public.

Learns to guide, teach and supervise children and youths; apply basic first aid; bathe, dress, feed and provide recreation where appropriate for infants, children and youths; perform light janitorial and maintenance tasks; direct groups of children and youths during work, meal and leisure time activities; manage aggressive behavior; restrain children for the safety and protection of themselves and others. Supervise children while in a school setting, working in collaboration with school staff to help children achieve their current educational goals. Work different shifts, weekends and holidays.

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: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

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

EXAM #18/07-3020-O
CHILDREN'S RESIDENTIAL CARE COUNSELOR I - REGULAR &
EXTRA HELP
JL

Children's Residential Care Counselor I - Regular & Extra Help Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- ☐ Association for Experiential Education
- ☐ Association of Bay Area Governments
- ☐ CalJobs
- ☐ Careersingovernment.com
- ☐ College or University
- ☐ Craigslist
- ☐ Craigslist Mendocino
- ☐ 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
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Other Internet Site
- ☐ Other Publication

* 2. Are you willing to work all shift assignments, including days, nights, weekends, and holidays?

- ☐ Yes ☐ No

* 3. Do you have a valid driver's license (positions may require transporting children/youth)?

- ☐ Yes ☐ No

* 4. Are you willing to undergo an in-depth background investigation, including a psychological evaluation, criminal history check, fingerprinting, and medical examination?

- ☐ Yes ☐ No

- * 5. Please describe how you meet the following minimum qualifications of these positions in enough detail to allow for a thorough analysis.
- Sixty semester units at an accredited college with at least nine semester units in child development, sociology, behavioral and social psychology, social casework, social welfare, counseling and guidance, child psychology or a closely related field in behavioral science NOTE: Two years of full-time experience in a position equivalent to the level of Counselor I with Sonoma County may be substituted for thirty semester units of coursework.
 - Experience as a group or youth counselor or other experience related to working with children or youths
- * 6. Please describe your experience working with dependent, abused, or neglected children or youth. Highlight any experience in a group/residential home, residential wilderness camp, or other environment which required a Trauma Informed Care approach to client supervision.
- * 7. Please provide an example that best demonstrates your approach to Trauma Informed Care, counseling, and the reshaping of behavioral patterns, detailing:
- The situation you encountered
 - Your actions and techniques used to address the situation
 - The results you achieved.
- * 8. Please describe a challenging interaction you had with a child in your professional care, detailing:
- The challenge
 - The approach you took and why you selected that approach
 - The outcome of the situation
 - What you would have done differently, if applicable
- * Required Question

COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation and sick leave accruals, 11* paid holidays per year.

- *For the following business units, 12 paid holidays, and an additional 8 floating holiday hours per year, and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment:
 - Salary Resolution Number 95-0926
 - Service Employees International Union Local 1021 (SEIU)

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.