



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

Social Service Supervisor I - Adult & Aging

An Equal Opportunity Employer

SALARY

\$31.61 - \$38.42 Hourly \$2,537.46 - \$3,084.12 Biweekly \$5,497.82 - \$6,682.26 Monthly
\$65,973.86 - \$80,187.15 Annually

OPENING DATE: 02/08/16

CLOSING DATE: 02/28/16

THE POSITION

Advance your career with this rewarding position as a Social Service Supervisor helping to ensure the safety and well-being of vulnerable adults!

The County of Sonoma is seeking a qualified candidate to fill **one full-time** Social Service Supervisor I vacancy in the In-Home Supportive Services Program of the Adult & Aging Division in the Human Services Department. The Adult & Aging Division works with individuals and the community to ensure the safety and well-being of vulnerable adults. This list may be used to fill future full-time, part-time, and temporary vacancies as they occur during the active status of the list.

The Social Service Supervisor I works under general direction to plan, organize, and supervise the work of a unit of Social Service Workers I, II, and III, and performs related duties as required. The ideal candidate will be an effective leader, and experienced Social Service Worker with detailed knowledge of adult supportive service programs and regulations, as well as services related to elderly and disabled adults.

Typical duties include:

- Holding group meetings and individual conferences with assigned Social Service Workers to plan and review work activities and to discuss departmental policies and procedures and specific case problems.
- Assigning cases to individual Social Service Workers so as to produce equitable workloads and to match individual skills and abilities with the work to be done.
- Reviewing work of Social Service Workers in order to insure conformance to State regulation and program policy, as well as appropriateness of services and referrals provided.
- Meeting, conferring, consulting, and collaborating with other supervisors within the Human Services Department or with representatives of other agencies in order to coordinate the unit's work with that of other units and most effectively meet agency goals.
- Working with various community groups and agencies to develop resources such as food, housing, and transportation.
- Performing a variety of supervisory tasks, including the evaluation and training of staff, ensuring that materials and facilities are available for the accomplishment of unit work, and interpreting needs of staff to administration.
- Providing backup for staff as required by interviewing clients, procuring and evaluating information, and making appropriate recommendations in difficult cases.
- Composing correspondence and prepares reports.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE

COMPLETED.

Responses to supplemental questions may 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.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities listed. Normally, 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 course work at a college or university in social work, psychology, sociology, and other behavioral sciences; and six years of progressively responsible experience in a social work agency at least three of which were at the level of Social Service Worker III would provide such opportunity.

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, SKILLS, AND ABILITIES

Thorough knowledge of: the principles and theories of sociology and psychology including abnormal psychology, human growth and development, group behavior, and family dynamics; the principles and techniques of interviewing and recording social case work; the principles of individual and group behavior; the provisions of federal, state, and local welfare programs and the laws, rules, and regulations, governing their application.

Considerable knowledge of: community organizations and resources; socioeconomic conditions and trends; current problems and methodology in public social service; the principles and techniques of supervision and training.

Ability to: assess and evaluate data and develop an effective course of action; apply laws, rules, and regulations to welfare department operation; interpret social service programs to applicants, recipients, and the public; make effective use of resources and services in the community; prepare detailed reports.

SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants 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, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

Application submissions require the supplemental questionnaire be completed.

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 may be required prior to appointment for some positions. 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.

Additionally, a pre-employment medical examination, including a drug screening, may be required prior to employment

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 is committed to a policy and actively pursues a program of equal employment and non-discrimination. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>

HR Analyst: DM
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 #16/02-3010-O AA
SOCIAL SERVICE SUPERVISOR I - ADULT & AGING
DM

Social Service Supervisor I - Adult & Aging Supplemental Questionnaire

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

- Alliance for Innovation
- CalJobs
- CareerBuilder

- Careersingovernment.com
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Job Fair
- La Voz
- Monster
- Press Democrat
- Sacramento Bee
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Other Internet Site
- Other Publication

* 2. Please describe how you meet the minimum qualifications for this position. (Please see the Minimum Qualifications section in the job announcement.) Include in your response any applicable coursework, experience, and licenses/certifications you possess. Provide sufficient detail to rate your education and experience.

3. Describe any experience you may have specific to working with the adult and aging population in a social worker capacity. Please detail your specific experience related to the following:

- Home visits, working with frail elders and/or people with physical or developmental disabilities.
- Following documentation standards and complying with required timelines.
- Any experience with In-Home Supportive Services.

Include your job title(s), a summary of your responsibilities, the name of your employer(s), and the dates you held these responsibilities.

* 4. Describe any experience you have in a supervisory or lead assignment (in a social services environment). Include details about the scope of your duties, the number and types (e.g., professional, technical, administrative) of staff for which you were responsible. If you have not held a formal supervisory position in a social services environment, please tell us how you have developed your supervisory and/or leadership skills.

* 5. Please describe a situation in which you helped a client overcome multiple barriers. Include details about the challenges your client faced, your approach, the solutions you identified and implemented, and the final outcome.

* 6. Describe your experience working with multiple disciplines, such as public health nurses, mental health professionals, law enforcement, and etc. to assist a client in maintain his/her independence.

* Required Question