



**COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Social Worker II - Spanish Speaking**

*An Equal Opportunity Employer*

**SALARY**

\$31.30 - \$37.89 Hourly    \$2,504.08 - \$3,030.96 Biweekly    \$5,425.51 - \$6,567.08 Monthly  
\$65,106.08 - \$78,804.96 Annually

**ISSUE DATE:** 11/02/15

**FINAL FILING DATE:** Continuous. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

**THE POSITION**

Under general supervision, assesses client needs and develops treatment plans in a variety of social service functions.

**The current vacancy is in the Social Services Agency, and requires fluency in Spanish and English Language. The ability to (speak, read and write) in the Spanish language will be tested. This recruitment may be used for other vacancies as they occur.**

**Possession of a Masters Degree in Social Work may be required for some positions.**

**This recruitment requires the submission of an online application. No paper applications will be accepted. Applicants must apply online at [www.sccjobs.org](http://www.sccjobs.org). Computers are available at the County Government Center, 70 West Hedding Street, 8th Floor, East Wing, San Jose, CA 95110, normal business hours, for applicants to apply online.**

**Benefit and Retirement information may vary from bargaining unit to bargaining unit. Due to changes in State Law, current pension provisions described in the union contracts are not automatically applied. Specific pension benefits for new hires who start on or after January 1, 2013 may be different than indicated in the union contracts.**

**[Click here to access all Memoranda of Understanding and most recent Summary of Changes.](#)**

**TYPICAL TASKS**

- Receives assignments to caseloads in any Department program;
- Evaluates client problems, develops treatment plans and follows each case through to solution;
- Consults, refers cases, and works actively with other agencies and community groups;

- Establishes and maintains effective case work relationships;
- Communicates effectively both verbally and in writing;
- Manages a caseload accountably;
- Prepares case records, documents, reports and correspondence in a timely manner, as required;
- Interprets rules, regulations, policies and programs to clients and the public;
- Knows and assists clients to utilize community resources;
- Performs related work, as required.

### **EMPLOYMENT STANDARDS**

Possession of a Master's degree in Social Work from an accredited college prior to appointment; or graduation from college and four years of social work experience. Graduate training in an approved school of social work may be substituted for experience. (One year of appropriate graduate study may be substituted on a year for year basis.)

Possession of a valid California driver's license upon appointment.

#### **Knowledge of:**

- Principles, objectives and techniques of social work;
- Individual and group behavior, human growth, development and family relationships;
- Medical-psycho-socio-economic factors affecting individuals and families;
- Community organization and resources;
- Rules and regulations relating to public social service agencies.

#### **Ability to:**

- Establish and maintain a productive casework relationship with clients;
- Work cooperatively with co-workers, other agencies and the public;
- Receive consultation;
- Interpret complex laws and regulations to clients and the public;
- Prepare and present written and oral reports;
- Manage a caseload in a timely and effective manner;
- Utilize social work techniques and community resources;
- Interview effectively.

#### **Veterans Preference Information**

This recruitment has been identified as non-entry level by the Human Resources Director. Any veteran who has submitted a copy of their DD214 form, and received an honorable discharge

within the last five years, will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination.

**VETERANS PREFERENCE INFORMATION:** Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

**THE EXAMINATION PROCESS:** The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

\*New Hires shall be subject to a pre-employment criminal background check.

**DISASTER SERVICE WORKERS:** Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

**INFORMATION ON PERS CONTRIBUTION:** For new members, salaries above a limitation imposed by federal law (that limit per IRS is \$117,020 for 2015): (1) neither the County nor the employee makes contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$265,000 for 2015.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing  
San Jose, CA 95110

EXAM #15-Y3B-M  
SOCIAL WORKER II - SPANISH SPEAKING  
IV

## Social Worker II - Spanish Speaking Supplemental Questionnaire

\* 1. What is the highest level of education you have completed?

- 8th Grade
- High School or GED
- College (1 to 29 semester units / 1 to 44 quarter units)
- College (30 to 59 semester units / 45 to 89 quarter units)
- College (60 to 89 semester units / 90 to 134 quarter units)
- College (90 to 119 semester units / 135 to 179 quarter units)
- College (120 or more semester units / 180 or more quarter units)
- Associate's Degree
- Bachelor's Degree

- Master's Degree  
 Doctoral Degree
- \* 2. Have you obtained a Master's Degree in Social Work (MSW)?  
 Yes  No
- \* 3. This recruitment requires the ability to **speak, read, and write fluently in both English and Spanish**. All qualified candidates will be required to take and pass the bilingual language test in order to continue in the hiring process. Are you fluent in both English and Spanish?  
 Yes  No
- \* 4. Are you willing to work on a part-time basis?  
 Yes  No
- \* 5. Identify the shifts you are willing to work. Check all that apply.  
 Days  
 Swing  
 Graveyard
- \* 6. Which Santa Clara County regions are you willing to work? Check all that apply.  
 Northern Santa Clara County (Mt. View, Palo Alto)  
 San Jose Metropolitan Area  
 Southern Santa Clara County (Gilroy)
- \* 7. Which of the following areas are you willing to work? Check all that apply.  
 Department of Aging & Adult Services (DAAS)  
 Department of Benefits & Employment Services (DEBS)  
 Department of Family & Children's Services (DFCS)  
 Department of Operational Services (DOPS)  
 Public Defender  
 Public Health
- \* 8. How many years of social work experience do you possess?  
 None  
 Less than one year  
 One to less than two years  
 Two to less than three years  
 Three to less than four years  
 Four to less than five years  
 Five or more years
- \* 9. Do you have social work experience working with seniors and dependent adults?  
 Yes  No
- \* 10. Describe your social work experience where you directly worked with dependent adults and seniors. Indicate how you provided social work assessments and interventions to meet the needs of this population. Also, indicate your experience working with community outreach and available resources. Include the employer name(s), job title(s), start/end dates employment and hours worked per week. If none, type N/A.

- \* 11. Describe your experience where you had to identify the strengths and needs as it relates to the population of seniors. Provide the employer name(s), job title(s), start/end dates employment and hours worked per week. If none, type N/A.
  
- \* 12. Do you have social work experience working with children, youth, and families?  
 Yes    No
  
- \* 13. Describe your social work experience where you directly worked with children, youth and families. Indicate how you provided social work assessments and interventions to meet the needs of this population. Include the employer name(s), job title(s), start/end dates employment and hours worked per week. If none, type N/A.
  
- \* 14. Describe your training and/or work experience where you had to identify resources and/or community based resources for the children, youth and families at risk of abuse and neglect population. Include the employer name(s), job title(s), start/end dates employment and hours worked per week. If none, type N/A.
  
- \* 15. Describe your training and/or work experience regarding children, youth and families at risk of abuse, neglect and/or who have experienced trauma. Include the employer name (s), job title(s), start/end dates employment and hours worked per week. If none, type N/A.
  
- \* 16. Describe your public speaking experience. Indicate who your target audience was, how often and the topic. If none, type N/A.
  
- \* 17. Do you have social work experience working with HIV (Human Immunodeficiency Virus) positive populations?  
 Yes    No
  
- \* 18. Describe your experience working with HIV (Human Immunodeficiency Virus) positive populations. If none, type N/A.
  
- \* Required Question