



COUNTY OF FRESNO
invites applications for the position of:

SOCIAL WORKER AIDE I

SALARY: \$10.70 - \$13.68 Hourly
\$856.00 - \$1,094.00 Biweekly
\$1,854.67 - \$2,370.33 Monthly
\$22,256.00 - \$28,444.00 Annually

OPENING DATE: 10/06/17

CLOSING DATE: 10/11/17 12:00 PM

POSITION DESCRIPTION:

LIMITED RECRUITMENT

Applications must be submitted from
12:00 PM Noon Monday, October 9, 2017 to 12:00 PM Noon Wednesday, October 11, 2017
(Note: Online applications will only be available during these dates.)

Written exam tentatively scheduled on Tuesday, October 24, 2017

The Fresno County Department of Social Services is offering excellent opportunities for individuals interested in becoming a **Social Worker Aide I**. Social Worker Aides provide supportive services to clients and professional staff in social services programs; and perform related work as required. Responsibilities include interviewing clients, assisting professional staff in developing a case plan, parent education, living skills training, and document preparation.

Social Worker Aides may be required to work shifts as assigned, including nights, weekends and holidays. As a condition of employment, candidates are required to undergo and pass a background investigation. These investigations include employment/credit histories, verification of education, arrest/criminal records, drug/alcohol use, and personal conduct. This list is neither inclusive nor exclusive; other relevant areas may be investigated and verified.

The eligible list established from this recruitment may be used to fill both extra help and permanently allocated positions. Individuals selected for extra help appointment may be transitioned to a permanently allocated position at a later date as authorized by the Fresno County Personnel Rules.

Positions in this classification are in Medical Group I - Light Physical Activity. This group includes positions which require only light physical effort and may include lifting of small, light objects and some bending, stooping, squatting, twisting, and reaching. Considerable walking or standing may be involved.

Eligible candidates must be able to perform essential functions of the position with or without reasonable accommodation.

SAMPLES OF DUTIES:

The information listed below is meant to serve as samples of job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive but indicative of several types of duties performed. Consequently, this information does not reflect Essential Functions for any given position in this classification.

- Interviews clients at home or in the office to assess social services needs.
- Assists professional staff on the development, implementation and on-going assessment of case plans.
- Responds to inquiries and explains social services program law, policies, procedures, rules and regulations to clients and the public.
- Works closely with various community organizations and agencies; acts as liaison between the Department of Social Services and community organizations.
- Prepares case narratives; maintains manual and electronic case records.

- Makes referrals to community resources and assists clients in accessing services.
- Provides parent education by teaching and demonstrating appropriate child-rearing skills.
- Provides information to clients or other care providers regarding social services programs and techniques, appliances/equipment and other resources available to maintain client safety.
- May transport clients to various appointments or activities.
- May supervise clients during approved visitations or activities.
- Translates as required to serve public needs. Translating may be in oral or written form.
- May consult with professional staff including medical, judicial, educational and law enforcement.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Goals and objectives of public social services programs;
- Interviewing techniques;
- Public and private human services resources, providers and agencies;
- Child development, parenting skills, substance abuse, mental health issues, interpersonal and family dynamics and crisis intervention;
- Current socio-economic issues affecting County Communities;
- Office procedures and practices to include computer usage.

Skills/Abilities to:

- Learn and apply laws, policies, procedures, rules and regulations pertaining to social services programs;
- Understand and follow oral and written instructions;
- Organize and maintain work assignments to include detailed information on individual cases;
- Communicate effectively orally and in writing with people of various educational, socio-economic and cultural backgrounds;
- Establish and maintain effective interpersonal relationships at all organizational levels and with the public;
- Work effectively as part of a multi-disciplinary team;
- Write basic reports and maintain records;
- Operate a computer in the completion of assignments;
- Demonstrate maturity, integrity and good judgment.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of full-time, paid work experience which involved interaction with the public.

OR

Education: Completion of fifteen (15) semester units from an accredited college or university within the United States' accredited college or university system in Social Work, Sociology, Psychology or a closely related social/behavioral science field.

License: Possession of a valid Class 'C' driver's license, or equivalent, may be required.

TO PREVENT THE DISQUALIFICATION OF YOUR APPLICATION, PLEASE NOTE:

- Applicants must meet the minimum qualifications and filing requirements for this position by the filing deadline.
- A completed Fresno County employment application is required (must be current, complete, and accurate; amendments will not be allowed after the filing deadline).
- Resumes and attachments are not accepted in lieu of a completed application.
- Please fully list your education/work experience; including current position. Failure to list current, complete and accurate education/work experience within the job application (including employment with the County of Fresno) will result in the disqualification of your application.
- In the Education section of your application, please provide complete information for each school attended. Please provide the school's name, school's location, the type and number of units earned (semester or quarter), type of degree earned (bachelor's degree, master's degree, etc.) and which major or program was completed. Failure to completely list education within the job application may disqualify the applicant from consideration.
- If you have completed education in a foreign college or university and are using this education to meet the minimum qualifications, you must provide documentation that the foreign education is comparable to that received within the United States'

accredited college or university system or your application will not be accepted. Documentation must be provided by the closing date and time of this recruitment. You may either attach a copy to your application; fax a copy to (559) 455-4788, Attn: Fine Nai; or hand deliver a copy to our office.

- To verify the education requirement, an official transcript must be presented at the time of the interview.

SELECTION PROCESS:

Depending upon the number of applicants meeting the minimum qualifications and filing requirements, applicants may be scheduled for the process listed below:

- **Written examination** - Applicants meeting the minimum qualifications will be invited to participate in the written examination process. **The written examination is tentatively scheduled on Tuesday, October 24, 2017.** *It is the applicant's responsibility to notify Human Resources at (559) 600-1830 if notification has not been received one week prior to the exam date.*

Successful candidates will be placed on an employment list, effective for a minimum of 3 months (may be extended up to an additional 12 months), and certified in final rank order as vacancies occur.

REQUIRED APPLICATION MATERIAL:

- **Fresno County Employment Application** (must be current, complete, and accurate; amendments will not be allowed after the filing deadline)
- **Supplemental Questionnaire**

Please note: All required application material must be received (on-line via our Website or in person) by the filing deadline. Emailed and faxed application materials will not be accepted. Postmarks will not be accepted. Resumes and attachments are not accepted in lieu of an application.

HOW TO APPLY:

An online application can be found at: <http://agency.governmentjobs.com/fresnoc>

Open Job Information Flyer and click "Apply" to begin the online application process. Failure to complete the job application or failure to follow the application instructions (such as the formatting of education or work experience) may result in the disqualification of the applicant. Amendments will not be accepted after the filing deadline.

By mail or in office:

Fresno County Human Resources
Fresno County Plaza
2220 Tulare St. 14th Floor
Fresno, CA 93721

Office hours: Monday through Friday, 7:30 AM to 5:00 PM, excluding holidays.

Once the filing deadline has passed, you may check the status of this recruitment at anytime by logging onto <http://www.governmentjobs.com/Applications/Index/fresnoc>

Please be advised that it is the applicant's responsibility to notify Human Resources of any mailing address and telephone number changes. Notices sent via U.S. mail from Human Resources are not forwarded ("Return Service" is requested, therefore mail will not be sent to a forwarding address).

The County of Fresno is an Equal Employment Opportunity Employer. It is the policy of Fresno County to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, or denial of medical and family care leave, or any other non-job-related factor.

REASONABLE ACCOMMODATIONS - The County of Fresno is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need a reasonable accommodation during the application, examination or selection process may contact Human Resources at (559) 600-1830 at least five days prior to the scheduled date or deadline.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Analyst: Fine Nai

County of Fresno, Human Resources
Employment Services Division
2220 Tulare St., 14th Floor
Fresno, CA 93721
(559) 600-1830

Position #17-0197
SOCIAL WORKER AIDE I
FN

HREmploymentServices@co.fresno.ca.us

LAST NAME: _____ FIRST NAME: _____

**SOCIAL WORKER AIDE I (17-0197)
Supplemental Questionnaire**

All application materials must be submitted by the filing deadline.

- * 1. **If you have completed fifteen (15) semester units** from an accredited college or university within the United States' accredited college or university system in Social Work, Sociology, Psychology or a closely related social/behavioral science field, please identify the 15 semester units that you have completed in the space below. Please include course number and title, number and type of units earned, and college/university where completed (e.g. SWRK 10 - Intro to Social Work, 3 semester units, CSU Fresno). If not applicable, type "N/A".

- * 2. Some positions may require working in outlying areas of Fresno County. If a vacancy exists in an outlying area, only those candidates (on the eligible list) who select to work in these areas will be referred to the hiring department. Please select the outlying area(s) in which you are able to work (auto maintenance and gas costs will not be compensated). When considering your response, please note that new hires will be assigned to the location in which the vacancy occurs; you will not be considered for any location that you do not select below. Additionally, please note that the hiring department may assign an employee to any location as determined by departmental needs.
 - Selma
 - Reedley
 - Sanger
 - Kerman
 - Coalinga
 - I am NOT willing to work in any outlying area listed above.

* Required Question

Read this statement before signing: My signature certifies that I attest that the information provided is true to the best of my knowledge. I understand that any misstatements of material facts herein will cause forfeiture on my part of all rights to Fresno County employment.

Signature

Date