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Job details

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Bulletin Number	19038BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Children and Family Services
Position Title	CHILDREN'S SOCIAL WORKER II
Exam Number	T9072W
Filing Type	Open Continuous
Filing Start Date	07/02/2013
Salary Type	Monthly
Salary Minimum	4487.45
Salary Maximum	5001.82
Benefits Information	**Represented Employees** • Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Performs a variety of social casework or related services in connection with child protective, program or adoption services. Positions allocable to this class report to a Supervising Children's Social Worker and are responsible for the supervision and placement of minors in need of protective services due to abuse, neglect, or exploitation or performs social work services involved in adoption in planning with a child, the natural parents, and adoptive parents. All positions prepare detailed social studies on minors and their families which include recommendations to the court and are assigned the more difficult cases. Incumbents must possess a basic knowledge of the Welfare and Institutions Code regarding dependency cases, knowledge of appropriate resources and casework techniques needed to resolve child welfare problems, as well as knowledge of departmental policies and procedures.
Essential Job Functions	**1. Conducts a full-range of client-related and case management services, assessments, and investigations** throughout the life of the referral/case by (a) collecting relevant information (e.g., observing the child's well-being and living environment; interviewing reporting parties, clients, suspected perpetrators; collateral contacts; service providers; consulting with colleagues, supervisors; conducting home inspections and assessment of prospective caregivers; monitoring visitations; researching case history files, court reports, official personal records; extrapolating data from CWS/CMS, WCMIS, LEADER, FCI, CACI, CLETS, ESCARS; and/or taking photographs of the child or living environment; etc.), (b) evaluating relevant information to determine the validity of an allegation and assess a child's and/or family's strengths and needs, (c) determining, implementing, and monitoring the appropriate service or course of action (e.g., initiating preventative measures so that the child remains in the home, developing with the client a plan that mitigates immediate safety threats, or removing a child from the home, etc.) and obtain approval through consultation with

supervisor/administrator to complete the various actions and processes related to client services in order to secure the child's safety and ensure that the child and/or family receives the most appropriate client service that is in the child's best interest according to Federal and California State laws and regulations, Department policies and procedures, and within the established time frames.

2. Enters data into various computerized systems that maintain client information by operating a state-wide database, reviewing client documents and/or computer-generated documents and forms, and following Department policies and procedures to ensure that client data are accurate and current.

3. Prepares a wide variety of documents (e.g., standardized forms and templates, legal notices and court reports, written reports, numerical log reports, memoranda, correspondence, etc.) within established response times or time intervals by using various computer systems with appropriate software programs, by operating computerized systems, and/or by filling out standard forms in order to accomplish a variety of activities in accordance with Federal and California State laws and regulations and Department policies and procedures.

4. Maintains a variety of confidential information (e.g., completed standard forms, records of communication; contact information; certificates; determinations, referrals, and requests made; agreements reached; court documents; caseload logs; photographs; or any other service-related information/documents, etc.) by organizing hardcopy data using a Departmental case management format and electronic data utilizing computerized systems in order to document information and ensure the security of the documents in accordance with Federal and California State laws and regulations and Department policies and procedures.

5. Communicates with a variety of individuals , on civil rights, legal rights and responsibilities, and other numerous issues in accordance with Federal and California State laws and regulations and Department policies and procedures related to confidentiality by explaining information in a patient and clear manner, providing written information defusing a hostile or high-stress situation, using active listening skills with the person, and/or applying motivational techniques in order to promote emotional well-being of the child; encouraging clients to participate in services that promote and cultivate a safe and stable environment for the child; ensuring that individuals are properly informed about any requests, processes, or actions taken; and ensuring that any information provided is understood, complete, and accurate.

Additional Essential Job functions are listed in the "Special Information" Section.

Requirements

ONLINE FILING ONLY

SELECTION REQUIREMENT:

A Master's degree* from an accredited** college or university with a major in Social Work, Marriage and Family Counseling, Psychological Counseling, Psychology, or Clinical Psychology.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

Some positions require a valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Candidates offered positions that require driving must show proof of a driver license before appointment and will be required to obtain a copy of their driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of appointment. License must not be suspended, restricted, or revoked.

AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR (4) OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.

Special Requirement Information

* In order to receive credit for a Master's Degree, applicants must include a legible copy of the official transcripts or diploma at the time of filing,

Selective Certification:
If there is a need to make appointments for special bilingual skills, to serve the County population, a selective certification list will be instituted in accordance with Civil Service Rule 11.03. Applicants who know any language other than English may indicate on the application and the Supplemental Form below to be considered in the selective certification list. Their bilingual skills will be tested before they are added to the list.

SUPPLEMENTAL - T9072W: Additional information may be found at:

http://file.lacounty.gov/dhr/ehr/cms1_197083.doc

Accreditation Information

****Accreditation:**
Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as **American Universities and Colleges and International Handbook of Universities** are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by **The National Association of Credential Evaluation Services** or the **Association of International Credential Evaluators**, Inc. (AICE).

Examination Content

This examination will consist of two (2) parts:

PART I: A written test **weighted 55%** contains both computerized and paper-and-pencil components covering Written Expression, Data Analysis & Decision Making, Reading Comprehension, Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, THE WRITTEN TEST MATERIALS ARE STANDARDIZED AND COPYRIGHTED; AND THEREFORE, NOT SUBJECT TO REVIEW. IN ADDITION, REQUESTS FOR HANDSCORING FOR THIS EXAMINATION WILL NOT BE GRANTED.

ONLY THOSE RECEIVING A PASSING SCORE OF 70% OR

HIGHER ON THE WRITTEN TEST WILL ADVANCE TO PART II OF THE EXAMINATION PROCESS.

PART II: A structured interview **weighted 45%** will be an evaluation of Job Preparation; Interpersonal, Oral Communication, and Service Skills; Analytical and Decision-Making Skills; Work Skills; Adaptability and Dependability.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

NOTE: Applicants that have taken identical written test for other exams within the last twelve (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

The examination contains test parts that can be used in the future for new examinations. Upon application, your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least a year.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at http://hr.lacounty.gov/. Please click on Job Info Center, then click on Employment Test Preparation.

You may also access test preparation materials for the computerized portion of the test by going to the website: http://www.shldirect.com/practice_tests.html. While these study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Special Information

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION: All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions defined by the County policy (PPG 514) of a "sensitive position" may be withheld from appointment or may be discharged.

ESSENTIAL JOB FUNCTIONS (CONTINUED):

6. Offers client(s) various DCFS and/or community resources (e.g., Upfront Assessment, CSAT, Independent Living Program, Adoption Assistance Program, Family Preservation Program, ARS, drug testing and rehabilitation programs, Department of Mental Health immediate and ongiong assessments and referrals, etc.) throughout the life of the referral/case in order to address the client's or family's immediate or long-term basic needs and monitors compliance with case plan activities by helping clients identify their needs for other services and by either providing the client pertinent information to obtain the assistance or coordinating with other County departments or agencies/community resources to arrange for service delivery.

7. Resolves day-to-day issues and challenges presented by a

variety of individuals by gathering and analyzing relevant information; coordinating activities with other public, private, and community agencies; handling and mediating conflict among relevant parties; and communicating and interacting with the appropriate people in order to ensure prompt and efficient delivery of client services in accordance with Federal and California State laws and regulations and Department policies and procedures.

8. Represents the Department/unit at various meetings (e.g., TDM, staff meetings; training sessions; conferences; community events; court hearings, meetings with specific groups, such as IEP, MCPC, Regional Center; etc.) by preparing for and attending the meeting in order to orally communicate information to others, educate others and oneself on various topics, address concerns raised by relevant groups, and/or advocate for the child/family during the meeting.

9. Performs various court-related activities pertaining to client services by examining case history and preparing court reports for various hearings, filing petitions, obtaining court orders, requesting changes in court orders, referencing the Welfare & Institutions Code, obtaining information from County Counsel and attorneys, providing notice to appropriate parties, completing and obtaining appropriate court-related paperwork, obtaining authorizations for various purposes, testifying in court, etc. in order to ensure the protection of a child and the rights of the family, to initiate a process related to client services to make recommendations to the court, and to ensure that all court documents are legally sufficient in accordance with Federal and California State laws and regulations and are completed within established time frames.

Vacancy Information

The eligible register resulting from this examination will be used to fill vacancies throughout the Department of Children and Family Services.

Eligibility Information

The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

Available Shift

Any

Application and Filing Information

Online Filing Only:

Applicants are required to submit a standard Los Angeles County Employment Application online to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online application. **All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will be not accepted by mail, fax, or in person.**

Applicants must submit their applications and required documents at the time of filing. Applicants who submit the application and all required documents after the filing period will be rejected and will not be able to compete in the examination process.

Note: If you are unable to upload required documents to your online application, you may fax them to (213) 738-6470 within five

(5) days from the date of filing . Please include exam title, exam number and your name on the documents.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS.** Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employers, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. We may reject your application at any time during the selection process.

THE EXAMINATION MAY CLOSE WITHOUT PRIOR NOTICE.

SOCIAL SECURITY NUMBER:
All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:
For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD:
All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name Alberto Martin

Department Contact Phone 213 351 5855

Department Contact Email	martiak@dcfs.lacounty.gov
ADA Coordinator Phone	213 351 3267
Teletype Phone	800 735 2922
California Relay Services Phone	800 735 2922
Job Field	Social Services
Job Type	Professional

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