

County of Santa Cruz

INVITES YOU TO APPLY FOR:



Social Work Supervisor II

Supplemental Questionnaire Required

Open and Promotional
Job # 23-SN8-01

Salary: \$7,614 – 9,625 / Month

Closing Date: Monday, November 27, 2023

County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.
Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

THE JOB: Under general direction, plan, organize, supervise and review the work of social workers; and to do other work as required. The supervisor will be responsible for formulating and carrying out the most responsible and difficult casework; overseeing interagency coordination around complex cases; providing consultation to social workers in the areas of abuse and neglect of children or dependent adults; developing controls to accomplish work within framework of established laws, policies, procedures and priorities; reviewing and approving case summaries and service plans; assisting subordinates in developing and improving social work skills; scheduling emergency and on call coverage and providing back-up response and consultation services; evaluating potential clients for program eligibility and making difficult decisions to accept and/or terminate clients from the program. **The current vacancy is in the Human Services Department with the Staff Development Training unit supporting ADLTC workforce development.** The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Training and experience equivalent to a Master's Degree in Social Work or a Master's Degree from a two-year counseling program from an accredited college, **AND** two years of social casework experience comparable to a Senior Social Worker in Santa Cruz County.



Special Requirements: Positions in this class require a valid California Class C Driver License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

Knowledge: Thorough knowledge of social casework objectives, principles and methods, and casework management and organization; community resources; interviewing techniques and problem solving methodology; the scope and nature of current problems in the field of social work; the principles of human behavior and development and psychological defense mechanisms; social casework objectives, principles and methods of the particular area of specialization, such as child and adult abuse, placement or long term care management of the frail and elderly, or the provision of services to criminal justice system involved youth, adults, or their families. Working knowledge of the functions of public social service agencies; the laws, policies and procedures of County social service programs; and the principles of supervision and training.

Ability to: Plan, organize, supervise and evaluate the work of subordinate staff performing the most difficult, sensitive and complex casework services; assess employee development and provide training in casework techniques and practices; establish and maintain effective working relations with others; evaluate case problems and provide leadership and consultation to social workers in the development and implementation of case plans; understand, interpret and apply regulations and departmental policies and procedures; coordinate and integrate the work of subordinates; plan, schedule and conduct individual and group meetings; and prepare and present effective written, statistical and oral reports.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

SOCIAL WORK SUPERVISOR II – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience supervising and/or serving as a lead worker to a staff of employees. Please indicate how you motivate and support your staff especially during challenging times.
2. Please share examples of strategies you have implemented for building and maintaining a diverse team and fostering an inclusive work environment. What barriers did you encounter? What does diversity and inclusion success look like to you?
3. Describe your field experience with Social Services. Please indicate how you organize and prioritize work in such a fast paced, crisis driven work environment. Please give an example of a time where you had multiple deadlines due at the same time and what strategies did you employ to meet deadlines.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz
www.santacruzcountyjobs.com

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