



Stanislaus County now offers an employee bonus worth up to **\$10,000 or 21 additional days of leave time!**\*

*\*See inside for details*

# Social Worker Supervisor I/II (Part-Time)

Community Services Agency

\$84,406 - 102,606 Annually

Apply by July 15th, 2024



**STANISLAUS COUNTY HUMAN RELATIONS**

Take Your Place.

## THE POSITION

The Social Worker Supervisor I is the first level of supervision for social workers in Adult Programs. This position plans, organizes, and directs the work of social services staff engaged in providing adult social services. This Social Worker Supervisor I assignment is within the areas of Adult Protective Services. The classification supervises social workers performing emergency response, investigations, case management, intake, night-time on call, and Home Safe assignments. This individual works under general direction and performs related duties as assigned.

The Social Worker Supervisor II is the highest level of supervision for social workers in Adult Programs. This position plans, organizes, supervises, and directs the work of social services staff providing the most advanced adult social services. This Social Worker Supervisor II assignment is within the areas of Adult Protective Services. The classification supervises social workers performing emergency response, investigations, case management, intake, night-time on call, Home Safe assignments, and may provide field supervision for MSW Interns. This individual works under general direction and performs related duties as assigned.

The part-time Social Worker Supervisor I/II is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift and call back assignment and will perform job related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

## THE PROGRAM

Adult Protective Services (APS) is a fast paced, crisis response program that receives reports and investigates incidents of suspected abuse, neglect, including self-neglect of seniors and dependent adults. Responsibilities of the team include receiving calls from the community, completing suspected abuse reports, conducting risk assessments, creating services plans, documenting cases within required time frames, and coordinating with law enforcement, legal and medical services, and other social services agencies.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

## THE IDEAL CANDIDATE

The ideal candidate for this position will apply the principles of leadership using a strength-based approach. They will also demonstrate the ability to think logically, objectively, make sound decisions, mentor and train staff in the application of social work practice, and effectively lead a team in a high demand program. Additionally, the ideal candidate will have knowledge of the aging process, adult long-term services and supports, and advocate for elders and persons with disabilities.



# TYPICAL TASKS

- Plan, organize and supervise the work of a unit of professional social workers engaged in the delivery of adult social services
- Responsible for social workers involved in the provision of the full range of adult social services
- Direct the work of social workers performing quality assurance and control work
- Providing back up to staff as needed by interviewing clients, procuring and evaluating information, and making appropriate recommendations in difficult cases
- Evaluating and training of staff
- Facilitate meetings with staff and/or community members
- Discuss or interpret departmental rules and programs to staff and the public
- Provide casework consultation to social workers on APS casework services
- Assist in the development of community resources for all programs
- Assist and participate in the development of in-service training and staff development programs
- Represent the agency and resolve issues in a multi-disciplinary setting
- Assist and participate in the development of written policy and procedures, including county program handbooks
- Evaluate the effectiveness of policies and procedures
- Receive and prepare correspondence and reports
- Work with other supervisors in coordinating the activities of professional and technical staff
- Evaluate the performance of personnel and take or recommend appropriate courses of action
- Apply principles of employee discipline when appropriate
- Direct research duties and prepare reports
- Represent the department at conferences and public meeting
- Work with local groups concerned about community issues that contribute to poverty, abuse, and dependency.

*For the full job description for this position*

*scan the QR code or visit:*

*<https://www.governmentjobs.com/careers/stanislaus/classspecs>*



## OUR MISSION

*To serve the community by protecting children and adults, and assisting families towards independence and self-sufficiency.*



# MINIMUM QUALIFICATIONS

## KNOWLEDGE/SKILLS/ABILITIES

- Able to apply the principles of social work practice to supervision
- Plan, organize and direct the work of subordinate staff
- Strong personal and professional ethics
- Apply effective interpersonal skills
- Develop and maintain cooperative relationships with community groups and resource agencies
- Analyze a situation accurately and adopt an effective course of action
- Assess safety and risk factors
- Demonstrate a commitment to the safety, permanency and well-being of vulnerable adults and families
- Present oral and written reports clearly and concisely
- Train and mentor staff in strength-based practice
- Evaluate staff and recommend disciplinary action when appropriate
- Perform in accordance with the ethical guidelines of the social work profession
- Functions of public social service agencies and the principles of public social service administration
- Social work research methods, casework concepts, techniques of interviewing and recording in social casework
- Principles, methods and resources in the field of public health, mental health, education, correction and rehabilitation
- Techniques of staff supervision, evaluating training, and casework consultation of staff
- Laws, rules and regulations governing the operation of the public social service agencies
- Principles of community organization
- Resources available in the community for referral or utilization in social service programs
- Basic social work practice methods
- Child physical and sexual abuse, exploitation dynamics and intervention techniques
- Social work ethics and personnel practices

## EDUCATION & EXPERIENCE

### Social Worker Supervisor I

#### PATTERN I

- Two (2) years performing duties comparable to the Stanislaus County Social Worker II. One (1) year of graduate work in social work or counseling may be substituted for no more than one (1) year of the required experience.

#### PATTERN II

- One (1) year performing duties comparable to the Stanislaus County Social Worker III classification.

### Social Worker Supervisor II

- Master's degree in social work or master's degree from a two (2) year accredited counseling program; AND
- One (1) year of experience performing duties comparable to the Stanislaus County Social Worker IV classification.

Proof of education will be required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-558-1200 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.





**STANISLAUS  
COUNTY HUMAN  
RELATIONS**

Take Your Place.



# JOIN OUR TEAM and receive a bonus worth **UP TO \$10,000** or 21 additional days of leave time!\*

\*EMPLOYEE CHOICE BONUS PLAN ALLOWS ELIGIBLE EMPLOYEES TO RECEIVE A BONUS WORTH \$5,000-\$10,000 OVER THREE ANNUAL INSTALLMENTS

## YOU CHOOSE: One month's worth of

Scan the QR code with a camera app to watch the Employee Choice Bonus Plan video!



### Cash Payout

Redo that kitchen or paydown debt.

*It's all yours.*



### Leave Time

Take a little extra time off and enjoy yourself.

*You've earned it.*



### Deferred Compensation

Reduce some taxable income and receive it later.

*Why not?*



**STANISLAUS  
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**clubwellness**  
myclubwellness.org

# Employee Choice Bonus Plan

## UNDERSTANDING THE DETAILS



### JOIN OUR TEAM BY JUNE 30TH, 2025 TO BE ELIGIBLE!

The following Employee Choice Bonus Plan is designed to allow eligible employees, current active full-time employees or those hired full-time on or before June 30, 2025, to choose one of the three bonus incentive options (one-time option, non-revocable) they would like to receive:



#### Option 1 BONUS CASH PAYMENT

*(Default if employee declines to make a choice)*

- One month of salary (168 hours) paid in cash over three annual installments at the highest step or top of band of the classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.



#### Option 2 BONUS LEAVE TIME

- 168 hours of bonus leave time allocated within three annual installments.
- Bonus Leave Time would be administered in the same capacity as standard vacation including compensation rate, request and approval, and reporting expectations.
- Bonus Leave Time will have no cash value and cannot be cashed out at resignation, termination, or retirement.
- Must use the bonus leave time prior to the expiration date, as there is no carry over after the bonus leave time expires.



#### Option 3 BONUS DEFERRED COMPENSATION CONTRIBUTION

- One month of salary (168 hours) paid over three annual installments into the employee's Nationwide Deferred Compensation account at the highest step or top of band of classification held by the employee at each vesting date.
- Minimum amount of each payment will be \$1,666.67 and a maximum payment of \$3,333.37 (base hourly rate of pay for the classification multiplied by 56). The amount of each payment may change depending upon an employee's individual circumstances.
- Total minimum amount received will be \$5,000.01 and maximum will be \$10,000.02 paid over three installments.
- Applicable taxes will be applied and withheld.

### Eligibility for Employee Choice Bonus Plan



- Must be an active full-time employee on each vesting date and during the pay period of the payment date to receive each payment.
- Full-time employees on an unprotected unpaid leave on the vesting date are ineligible for that specific payment.
- Employees that separate from full-time service prior to a vesting date will no longer be eligible for that specific payment.
- Employees that receive one or two payments, separate from full-time service and then return to full-time service are excluded from eligibility to receive further payments of any kind.
- Employees that leave full-time service prior to receiving any payments, and then return to full-time service on or before June 30, 2025, are eligible to receive future payments in accordance with their new hire date.



## COMPENSATION & BENEFITS

Approximate Hourly Rate:

**\$34.80 - \$49.33 Hourly**

As a part-time Stanislaus County Employee, you will be eligible for the benefits below:

- Enrollment in Nationwide Alternate Retirement System; and
- Sick Accruals



*To learn more about the Community Services Agency, scan QR code or visit [www.csa-stanislaus.com](http://www.csa-stanislaus.com)*



## RECRUITMENT INCENTIVES:

### Learning Institute:

Whether you're a new employee or looking to acquire new skills, our Learning Institute offers a chance to take on new challenges and ways to consistently hone and improve skills.



## WELLNESS BENEFITS

The Mission of Club Wellness is to facilitate and encourage the "good health" of the county workforce.

"Good health" is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.



## CLASSIFICATION INFORMATION

Part-time extra-help is a provisional classification where permanent status may not be obtained. This position is subject to overtime, standby, shift, and callback assignments and will perform related duties as assigned. This position is non-benefited except for participation in a 401a program with Nationwide.

## **APPLICATION PROCEDURES/FINAL FILING DATE: July 15, 2024**

### **Oral Examinations are tentatively scheduled for the week of July 22, 2024.**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a completed application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## GENERAL QUALIFICATIONS

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

## APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.