



Inyo County Department of Health & Human Services Human Services Supervisor (MSS Class Title: Supervising Integrated Case Worker)

REVISED TO REFLECT NEW APPLICATION DEADLINE & EXAMINATION DATE

Inyo County Department of Social Services is seeking enthusiastic applicants to fill its position of Supervising Integrated Case Worker. The Supervising Integrated Caseworker is responsible for reviewing and approving eligibility status for clients for the Medi-Cal, CalWORKs and Foster Care programs and ensuring accuracy in benefits issued to clients. Under general direction, the Supervising Integrated Caseworker plans, organizes, directs and supervises the work of staff engaged in providing a variety of public assistance benefits, including provision of employment services, managing an integrated caseload, authorizing program and ancillary services/benefits, providing services to support family stability and functioning; builds effective professional relationships with local agencies and employers; works as a team with existing Supervising Integrated Caseworker to supervise staff in multiple office locations and ensure that each worker is trained in all of the required job functions and programs; and performs related duties as required. This full-time position will be located in Lone Pine, California.

The Supervising Integrated Case Worker position provides ongoing opportunities for career advancement, training and daily satisfaction. By collaborating with other branches under the Social Services umbrella and community partnerships, caseworkers help strengthen families and improve the wellbeing of residents. Inyo County welcomes, values and encourages diverse voices, opinions, perspectives and backgrounds to foster an environment where all viewpoints are appreciated.

Final Application Date: Thursday, June 28, 2018, 5 PM (PST)

MINIMUM QUALIFICATIONS

Pattern 1: One year of full-time experience as an Integrated Caseworker III; AND Successful completion of 15 semester (22.5 quarter) units or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services. This required coursework may be obtained through colleges, universities, university extension, business schools, or employer

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provided career development.

OR

Pattern 2: Eighteen (18) months of full-time experience as an Integrated Caseworker III

OR

Pattern 3: Thirty (30) months of full-time experience as an Integrated Caseworker II; AND Successful completion of 15 semester (22.5 quarter) units or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance, or any coursework related to the provision of employment services. This required coursework may be obtained through colleges, universities, university extension, business schools, or employer provided career development.

OR

Pattern 4: Three (3) years of full-time experience as an Integrated Caseworker II.

OR

Pattern 5: Two (2) years of full-time experience as an Eligibility Supervisor.

OR

Pattern 6: Three (3) years of full-time professional casework experience performing publicly funded vocational guidance services, employment counseling or placement services in a social services program, including duties and responsibilities for determining client income and other qualifications for program participation and one year of lead or supervisory experience or training in a social services program; AND Completion of the equivalent of 15 semester units (22.5 quarter units) or 15 continuing education credits in behavioral science such as sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services. (This required coursework may be obtained through colleges, universities, university extension, business school, or employer provided career development training.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

ADDITIONAL INFORMATION

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance and a DMV clearance.
- Current and future vacancies will be filled contingent upon continued funding; should funding cease, the position will be eliminated.
- Position may require pre-employment drug testing, physical and fingerprinting for a background investigation.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks. State agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

VETERANS PREFERENCE

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must fax or email a copy of the DD-214 form to CPS HR at 916-648-1211 or mss@cpshr.us by the application deadline listed on the job bulletin.

SALARY RANGE

\$4,479 - \$5,448/month

TENTATIVE EXAM DATE

Oral Exam – Week of July 16, 2018

EXAMINATION INFORMATION

If supplemental questions are included as a part of this job bulletin, applicants may be rated based upon their responses to the supplemental questions. If rated, only those that are determined to be highly qualified will be invited to participate in the next step of the selection process.

BENEFITS

- Generous vacation and sick leave plans from the first year
- 11 paid holidays, plus five flex days per year
- Participating in CalPERS
- Medical, dental, vision insurance with substantial employer paid contribution
- Employee Assistance Program (EAP)
- Longevity Pay

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CPS HR Consulting at mss@cpshr.us or 916-471-3507 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

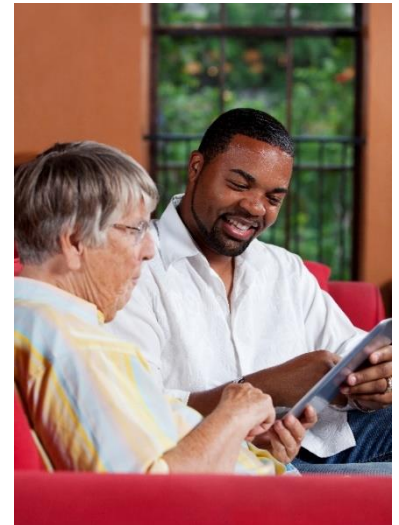
LEARN MORE

For further information about the position click here:
https://secure1.cpshr.us/mss_jobs/InfoListings.aspx

For further information about the application and selection process, foreign degree equivalency, etc. click here:
<http://www.mss.ca.gov/>

ABOUT INYO COUNTY

Self-proclaimed as the Adventure Capital of the World, Inyo County offers natural and extreme geographic diversity. From Mount Whitney, the highest peak in the 48 contiguous US states to the lowest elevation in North America at



Badwater Basin in Death Valley National Park, Inyo County has the greatest elevation difference of any of the California counties. The County is also home to the oldest life forms in the world with the Great Basin bristlecone pines, and notably the oldest living tree on Earth. Inyo County is the second largest in area in California, and the Death Valley area comprises half of the County. With these extremes of nature, as you would expect, there are abundant activities, including world class alpine climbing, backcountry skiing, hang gliding, and mountain biking. There is a wealth of beauty to be found in the peaceful desert, mountain streams, granite peaks, wildflower covered meadows, and the historic John Muir Wilderness. The rich natural history and breathtaking scenery make Inyo County a favorite location for visitors and residents alike.



HOW TO APPLY

Applicants must submit a completed online application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto https://secure1.cpshr.us/mss_jobs/JobListings.aspx and click "Apply Now!" for this position. The list of supplemental questions can be viewed by clicking on this link: [Supplemental Questions](#) **Note: Your application and any additional material become the property of CPS HR Consulting. Please make a copy for your file. This bulletin will not be available online after the application deadline.**

QUESTIONS AND CONTACT

CPS HR Consulting
Merit System Services Unit
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