

CPS HR CONSULTING
invites applications for the position of:



Supervising Integrated Caseworker

SALARY:	\$4,479.00 - \$5,448.00 Monthly
DEPARTMENT:	Inyo County Health and Human Services
OPENING DATE:	07/02/18
CLOSING DATE:	Continuous

CLASS DEFINITION AND DESCRIPTION:

Under general direction, plans, organizes, directs, and supervises the work of a staff engaged in determining the need for public assistance, providing employment services, managing an integrated caseload, and authorizing program benefits in accordance with established policies and procedures; and performs related duties as required.

This is the full supervisory level in the series. Incumbents supervise employees responsible for the provision of employment and training services, determining and authorizing public assistance benefits, and managing an integrated caseload.

This class is distinguished from Eligibility Supervisor class and Employment & Training Worker Supervisor class in the performance of lead duties involving the determination of eligibility for public assistance benefits AND the concurrent provision of basic employment services. The Eligibility Worker Supervisor class supervises staff responsible for eligibility duties while the Employment & Training Worker Supervisor class supervises staff primarily responsible for employment services duties.

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 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.

SUPPLEMENTAL INFORMATION:

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@cpsshr.us by the application deadline listed on the job bulletin.

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.

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@cpsshr.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.

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.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/cpsshr>

Position #MSS00009
SUPERVISING INTEGRATED CASEWORKER
KR

2450 Del Paso Road
Suite 220
Sacramento, CA 95834
(916) 471-3426

mss@cpsshr.us

Supervising Integrated Caseworker Supplemental Questionnaire

1. Some patterns of the minimum qualifications for Supervising Integrated Case Worker require successful completion of 15 semester units (22.5 quarter) or 15 continuing education credits in behavioral science in sociology, psychology, counseling, vocational guidance or any coursework related to the provision of employment services.

APPLICANTS WISHING TO USE THEIR EDUCATION TO QUALIFY MUST SUBMIT THIS CLASS COURSE LISTING. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QULIFICATIONS AS STATED IN THE JOB ANNOUNCEMENT.
(College transcripts **MAY NOT** be substituted for this form.)

List the following for **EACH COLLEGE COURSE**:

1. Subject
2. Course #
3. Course Title
4. Total # Units
5. Units of Measure (Semester or Quarter)
6. Name of College

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. CPS HR Consulting will accept verification of degree and/or course equivalency from any of the listed member agencies. You must fax all pertinent documents to CPS HR Consulting at 916-648-1211 or by email to mss@cpsshr.us prior to the application deadline. Applicants who have previously submitted degree equivalency documentation must notify CPS HR Consulting.