



THE COUNTY OF SUTTER

Invites Applications for

Social Worker III – Public Health
Branch

\$4,555 - \$5,632/Monthly

FINAL FILING DATE:
OPEN UNTIL FILLED
Apply Immediately!

THE POSITION: Sutter County currently has two vacancies for the Social Worker III – Public Health Branch.

The Social Worker III provides social work services to clients in conjunction with either Homeless Services or Public Health Nursing in a multi-disciplinary team approach; provides direct social services involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned. *The eligible list established from this recruitment may be used to fill any future opening(s) in this class up to 9 months.*

The Public Health Branch has implemented a 9/80 work schedule. Under a 9/80 workweek schedule, employees work 80 hours during a two-week period spread over nine days, instead of the usual 10 days. The office is closed every other Friday.

Current vacancies include assignments in the following programs:

Homeless Services:

The Social Worker III assigned to the Homeless Services Team delivers intensive barrier-reducing case management to individuals experiencing homelessness or housing instability. The incumbent offers services to eligible clients, carries a caseload of clients to receive intensive case management services, documents/charts services, collects/documents data on services delivered, and attends required meetings and trainings.

CalWORKs Home Visiting Initiative:

The Social Worker III assigned to the CalWORKs Home Visiting Initiative delivers intensive home visiting services to first-time pregnant/newly post-partum women who receive CalWORKs services. The incumbent offers services to eligible clients, carries a caseload of clients to receive intensive home visiting services until the child's 2nd birthday under the Healthy Families America model, documents/charts home visiting services, collects/documents data on services delivered, and attends required meetings and trainings.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

JOB DUTIES:

Carries a caseload of difficult types of cases requiring a high degree of technical competence, such as situations where environmental or medical issues affect personal or family life; performs client evaluations to determine social service needs of clients; develops and carries out social treatment plans for an assigned caseload; refers clients to other staff members or community agencies; makes an assessment of client problems and follows through with the social work treatment plans with a high degree of independence; interprets policies, rules, and regulations to clients, their family members, and others; may act as a lead worker to a small group of social service workers or other employees; assists clients and their family members in utilizing available resources for individual needs; makes home visits in connection with casework assignments; prepares and maintains case records; participates in in-service training and other staff development activities to increase knowledge; receives casework consultation from professionally trained staff members; may be required to testify in court; works cooperatively in a team setting with

other staff; works with community organizations; makes referrals to outside resources; may provide Targeted Case Management services and engage in outreach and other activities to enhance services to Medi-Cal beneficiaries.

Knowledge of: Socio-economic conditions and trends; basic principles of individual and group behavior, current issues in the field of social welfare; principles of interviewing and problem-solving methodology; basic public social services programs on the Federal, State, and local level; general principles of social work standards and programs; basic principles and techniques of interviewing and recording of social casework; laws, rules, and regulations governing the operation of the Public Health Branch; basic principles involved in the nature, growth, and development of personality and in-group processes; community organization and the social problems calling for the use of public and private community resources; and current problems and methodology in the field of public social services.

Ability to: Communicate effectively with others in person, in writing and over the telephone; analyze data, interpret directions, procedures and regulations, and develop appropriate responses; perform job duties under stressful conditions; respond appropriately to situations; maintain confidential information in accordance with legal standards and/or county regulations; provide direct services to clients and their families using a team approach with other professional Health and Human Services Department staff members; obtain facts and recognize the relevance and significance; organize and maintain work detail; establish and maintain effective working relationship with department staff, clients, and outside organizations; analyze situation and adopt effective courses of action; apply existing laws, rules, and regulations to Public Health Branch operations; interpret and explain to applicants, recipients, or others public social service programs, policies, rules and regulations; develop skill in interviewing case, recording, and interpretation; work within a community setting and effectively use appropriate resources and services; maintain confidentiality in accordance with legal standards and/or county regulations; communicate effectively both orally and in writing; operate a personal computer and other office equipment and related software; act appropriately in emergency and stressful situations; and operate a motor vehicle.

Education and Experience: Equivalent to the completion of core course work from an accredited college or university in social welfare, social/human services, sociology, or other behavioral science and two (2) years of full-time social work casework experience in a public or private social service, mental health, public health, educational or medically oriented agency.

Special Requirements: *Essential duties require the following physical and work requirements:* Requires the ability to think and act quickly in emergencies; effectively deal with personal danger; maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

License or Certificate: Possession and maintenance of a valid California Driver's License.

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised 04/2/19



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at

www.CalOpps.org

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ www.suttercounty.org

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail hr@co.sutter.ca.us

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

Salary: New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

| <u>PERS Miscellaneous Retirement (NON-Safety)</u> | | | | <u>PERS SAFETY Retirement (Law, Fire, Probation Officers)</u> | |
|---|--|-----------------|---------------------------------|---|------------------------------|
| Tier 1 Classic PERS Members | Hired @ Sutter County Up to 11-15-2011 | 2.7 @ 55 | 8% EE Share by EE | 3 @ 50 | 9% EE Share by EE |
| Tier 2 Classic PERS Members | PERS Member from 11-16-11 to 12-31-2012 | 2 @ 60 | 7% EE Share by EE | 2 @ 50 | 9% EE Share by EE |
| Tier 3 New PERS Members | PERS Member after 1-1-13 (PEPRA) | 2 @ 62 | 6.25% EE Share by EE | 2.7 @ 57 | 11.25% EE Share by EE |
| Note: The Tier formula eligibility above depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security. | | | | | |

Medical, Dental, Vision and Life Insurance: The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

Health Care Spending Account: Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

Dependent Care Spending Account: Designated pretax contribution used to pay for eligible dependent day care expenses.

Paid Leave Days: Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

Disability Insurance: Sutter County participates in the State Disability Insurance Program.

Deferred Compensation: Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who enroll in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

Note: Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.

E-Verify: This position requires new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHSUSCIS)' in partnership with the Social Security Administration (SSA).

The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.