



Del Norte County Department of Health and Human Services Social Service Aide

Del Norte County Department of Health and Human Services is seeking enthusiastic applicants to fill its Social Service Aide positions. Under general supervision and as part of a work team, the Social Service Aide assists Social Workers by performing specifically designated tasks related to the improvement of family functioning and child and adult services; and performs related work as required. This full-time position will be located in Crescent City, California.

The Social Service Aide supports the mission of the Department of Health and Human Services to respectfully promote the health, safety, self-sufficiency and well-being of children, families and individuals, creating hope for the future. Del Norte County strives to provide quality services through the various programs and services. The Department of Health and Human Services currently has a team of approximately 160 dedicated members serving Del Norte County residents.

Final Application Date: Friday, April 27, 2018 at 5:00 PM PST

MINIMUM QUALIFICATIONS

Sixty (60) semester units or ninety (90) quarter units of college, including fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social welfare, social/human service, sociology, or other social or behavioral science;

OR

Two (2) years of full-time experience providing social services in a public or private setting to disadvantaged adults or children;

OR

A combination of education and comparable experience equivalent to two years of full-time experience which includes a minimum of fifteen (15) semester units or twenty-two and one-half (22.5) quarter units in social or behavioral science. When combining education and experience; fifteen (15) semester units or twenty-two and one-half (22.5) quarter units equal six months of experience.



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Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

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. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- As a condition of employment, the County of Del Norte will require proof of ability to work in the U.S.
- Position may require pre-employment drug testing, physical, and fingerprinting for a background investigation.
- This recruitment will be used to fill full-time, part-time, and extra-help positions as vacancies occur.
- 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

\$1,098 - \$1.437/bi-weekly

TENTATIVE EXAM DATES

Written Exam: Monday, May 14, 2018

Oral Exam: Week of June 4, 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
- 13 paid holidays, plus three floating holidays per year
- Medical, dental, vision insurance with substantial employer paid contribution

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.

LEARN MORE

For further information about the position click here: https://secure1.cpsshr.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 DEL NORTE COUNTY

Del Norte County, where the redwoods meet the sea, is located in the northwest corner of California along the Pacific Ocean and adjacent to the Oregon border. The substantially rural county is notable for forests containing coast redwoods, some over 350 feet tall. These redwoods are the tallest living things on Earth, dating back over 2,000 years. Notably, the County is located in one of the few rain forests in the temperate region. The County is home to a multitude of unique plants and flowers, coastal bird and fish species, rocky primitive beaches and sea stacks, pristine rivers, and historic lighthouses. Del Norte County is home to several fun ocean activities, including crustacean and salmon festivals, the world championship crab races, and the very popular longboard surf classic. Star Wars enthusiasts will also recognize the County as being the location of some of the forest scenes used in Return of the Jedi.



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.cpsshr.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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