ADULT PROTECTIVE SERVICES WORKER II

BI-WEEKLY SALARY RANGE: $2008.50 - $2304.75
APPROXIMATE MONTHLY SALARY RANGE: $4351.75 - $4993.63

LAST DAY FOR FILING
Tuesday, October 19, 2004

Applications must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted.

QUALIFIED BILINGUAL PERSONS WHO SPEAK ENGLISH AND ARE ALSO FLUENT IN SPANISH, CHINESE, VIETNAMESE, CAMBODIAN, LAOTIAN, KOREAN, MIEN, TAGALOG, AMHARIC, FARSI, DARI, TIGRIGNA, RUSSIAN, ROMANIAN OR SIGN LANGUAGE ARE ESPECIALLY ENCOURAGED TO APPLY. THERE IS AN ADDITIONAL BI-WEEKLY COMPENSATION FOR PERSONS IN POSITIONS DESIGNATED BILINGUAL.

Qualified candidates may be tested to demonstrate language proficiency.

A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks are not accepted. Failure to submit the Supplemental Questionnaire will result in disqualification.

THE POSITION(S): Adult Protective Services Workers are located exclusively in the Department of Adult and Aging Services of the Social Services Agency. Positions allocated to the Adult Protective Services Worker classes differ from those in the social work series by the constant high pressure (sometimes crisis) situations involved in the casework performed. Under general direction, Adult Protective Services Workers are responsible to intervene, respond to, and evaluate situations involving adult abuse, neglect, or exploitation; to institute corrective action and arrange for social services for clients; and do related work as required.

PROMOTIONAL OPPORTUNITIES: Adult Protective Services Worker II may advance by competitive examination to:

- Adult Protective Services Supervisor - $3064.00 - Current Bi-Weekly Maximum

THE REQUIREMENTS: These are entrance requirements for admission to the examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. A candidate's performance in the examination will be judged in comparison with the performance of other candidates.

EDUCATION: Possession of a Master's Degree in Social Welfare, Counseling, Clinical Psychology, Gerontology or related behavioral science, from an accredited college or university, which included a supervised field placement providing social casework and counseling services to dependent adults and their families.

EXPERIENCE: The equivalent of three years of full-time experience as an Adult Protective Services Worker I in the Alameda County classified service (non-classified includes District Attorney's Office, Hospital Authority, and Consolidated Courts); AND

SPECIAL REQUIREMENT: Recommendation for promotion based on the performance evaluation.

LICENSE: All candidates must possess a valid California Motor Vehicle Operator's license.

NOTE: ALL applicants (including those applicants currently working within the Social Services Agency) must submit a copy or an official transcript from an accredited college or university with the completed application and supplemental questionnaire by the last day for filing. Failure to submit transcript prior to the last day to file will result in disqualification. Official college transcript may be required by the hiring department prior to the date of appointment. Official transcripts are those received in a sealed envelope from the registrars office from the college or university. Postmarks and/or faxes are not accepted.

DATE OF EXAMINATION
To Be Announced

TO APPLY: Please see APPLICATION PROCEDURES on the reverse side of this announcement.
ADULT PROTECTIVE SERVICES WORKER II
Supplemental Questionnaire

As stated in the examination announcement for this position, a properly completed Supplemental Questionnaire must be submitted with the application. Failure to submit the Supplemental Questionnaire will result in disqualification. Applications, Supplemental Questionnaires and original or copies of college transcripts must be in the possession of the Human Resource Services Department by 4:30 p.m. on the Last Day for Filing. Postmarks and/or faxes are not accepted.

NOTE: ALL applicants (including those applicants currently working within the Social Services Agency) must submit a copy or an official transcript from an accredited college or university with the completed application and supplemental questionnaire by the last day for filing. Failure to submit transcript prior to the last day to file will result in disqualification. Official college transcript may be required by the hiring department prior to the date of appointment. Official transcripts are those received in a sealed envelope from the Registrar’s Office from the college or university.

The purpose of this questionnaire is for you to identify your qualifications and experience in job-related areas. It is critical that you fill out the Supplemental Questionnaire completely, listing all education, experience or special training which might demonstrate your qualifications in the rating areas.

PLEASE TYPE OR PRINT YOUR RESPONSES ON 8-1/2” x 11” PAPER. Attach this cover sheet, and put your name at the top of each page. Your answers should be concise, complete and clear. Grammar, clarity of expression and legibility will be considered in the evaluation process. Try to limit your responses to half a page for each question.

1a. Do you possess a Master’s Degree in Social Welfare, Counseling, Clinical Psychology, Gerontology or a related behavioral science?
   - YES  [ ]
   - NO  [ ]

   Field of Study: _________________________________________________________
   College or University: ___________________________________________________
   Address: __________________________________________________________________

1b. If yes, did the degree program include supervised field placement providing social casework and counseling services to dependent adults and families?
   - YES  [ ]
   - NO  [ ]

2. If you answered NO to 1a. and/or 1b, do you possess a Bachelor’s Degree including 30 semester or 45 quarter units in social/human services, sociology, social welfare, or other behavioral science?
   - YES  [ ]
   - NO  [ ]

   Field of Study: _________________________________________________________
   College or University: _________________________________________________
   Address: __________________________________________________________________

3. Did you include copies of or official transcripts with this supplemental questionnaire?
   - YES  [ ]
   - NO  [ ]

   If NO, please see note above.

4. Describe your casework and/or counseling experience involving the mentally impaired and/or elderly population. Identify the position, the employer, your role (i.e. employee, intern, etc.), dates and duties.

CERTIFICATE OF APPLICANT: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to any employment in the service of the County of Alameda.

SIGNATURE: ___________________________________________ DATE:_________________________

Address: ___________________________________________ Telephone: ________________________