



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

"Your Employer of Choice."

*A great place to live...
A great place to work...*

FINAL FILING DATE: May 1, 2015

ORAL INTERVIEW: To Be Announced

SOCIAL SERVICE PROGRAM ASSISTANT

Monthly Salary Range \$4,254 – \$5,171

THE POSITION

The Contra Costa County Employment and Human Services Department announces an open examination to fill Social Service Program Assistant vacancies. Appointees will be assigned to the CalWORKS and other welfare programs such as General Assistance and Foster Care Programs. Assignments for these positions may be in Richmond, Hercules, Pleasant Hill, Antioch or other County-wide office locations. Social Service Program Assistants (SSPA) are assigned to CalWORKS, Welfare to Work and General Assistance programs, and perform a variety of employment focused duties to assist participants, such as assess employability, identify barriers to employment, conduct employment counseling, child care, job retention, job club/search activities and monitor and manage participant cases. When assigned to Foster Care and other programs, they may perform intake functions such as conduct interviews, determine eligibility to and grant aid for a variety of programs, make home visits, use a variety of computer systems to enter/update participant and eligibility information and communicate with other staff, parents, foster parents, community and agency partners regarding participant benefits and case management. SSPA's are also assigned to other programs such as Child Care and In-Home Supportive Services.

The employment list established by this examination may remain in effect six (6) months.

MINIMUM QUALIFICATIONS

Licensed Required: A valid California Motor Vehicle Operator's License. Out of state valid motor vehicle operator's license will be accepted during the application process.

Education: Completion of 60 semester units or 90 quarter units at an accredited college or university which included at least 12 semester or 18 quarter units in psychology, sociology, social welfare or a closely related field.

Experience: Either 1) one (1) year of full-time (or the equivalent of full-time) experience in a position in a California County with responsibility for public assistance eligibility determination or the processing of documents relative to either the placement of children or social service case compliance or 2) one (1) year of full-time (or the equivalent of full-time) experience as an Eligibility Worker II or a Children's Services Clerical Specialist with Contra Costa County.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Please note: All applicants must submit official and unofficial transcripts verifying coursework. Applicants who have attended a foreign or non-U.S. accredited university or college must provide proof of education evaluation completed by an educational evaluation service affiliated with the National Association of Credentials Evaluation Services (NACES). All documents, can be scanned and attached to your on-line application, or faxed to (925) 335-1797. Please reference 'Social Service Program Assistant (X0SA-2014A)' and your name on all of the submitted documents.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

Conviction History Form and Fingerprinting: As part of the application and selection process, an applicant may be required to complete a Conviction History Form and submit to fingerprinting. Please note that the Conviction History Form should only be submitted when requested. The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN : April 27, 2015 OP

Exam Number: X0SA-2015A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.