

Come work at CDSS where . . .



People come First!

Child Welfare Policy and Program Development Bureau

Social Services Consultant III

Are you doing the same work day in and day out? Are you looking for work that is challenging and rewarding? Are you looking for a profession where you can help make a positive change? If so, read on!

EMPLOYMENT OPPORTUNITY

Department Description: The California Department of Social Services (CDSS) is responsible for the oversight and administration of programs serving California's most vulnerable residents.

Program Description: The Child Protection & Family Services Branch of the Child & Family Services Division has a Social Services Consultant (SSC) III position available in the Welfare Policy and Program Development Bureau (CWPPDB). CWPPDB is responsible for improving policies that ensure the safety and protection of children and families that come to the attention of the California child welfare system.

Job Duties: The SSC III responsibilities include, but are not limited to:

- Providing Child Welfare Services (CWS) technical assistance and expertise to staff within and outside of CDSS
- Analyzing CWS federal, state, and county laws, regulations, programs, and policies
- Effectively managing multiple assignments, tasks, and projects
- Coordinating, leading, and participating in CWS policy development and implementation

Desirable Qualifications: This position will serve as an important member in the CWPPDB.

Desirable qualifications include:

- Knowledge of and/or experience working in a county child welfare or probation system is extremely helpful
- Experience working with Native American tribes
- Experience leading projects through completion within timeframes
- Flexible team player who thrives in environments where we prioritize and juggle multiple concurrent projects
- Some travel within California may be required on an occasional basis

Who May Apply: Individuals with eligibility (e.g. transfer, list, reinstatement) for the classification of Social Services Consultant III are encouraged to apply. SROA/Surplus employees are also encouraged to apply. After an initial screening of applicants, only the most qualified candidates may be selected for an interview.

How to Apply: Please submit a completed Standard State application (STD 678) to the name and address listed below. Please reference 542-9410-003 on the application and indicate the basis of your eligibility in the 'Explanations' section. Your application must be postmarked by the postal service or received by the final filing date. Application received after the final filing date will not be accepted.

How to get a job with CDSS: <http://www.dss.cahwnet.gov/jobs/>

application to:

Contact Information:

Department of Social Services
744 P Street, MS 8-11-87
Sacramento, CA 95814 Attn: Rosario Lopez (916) 651-6160
for questions about the position contact Amelia Gutierrez at amelia.gutierrez@dss.ca.gov



State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

POSITION NUMBER:

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

SUPERVISOR'S NAME:

SUPERVISOR'S CLASS:

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY):*

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

CONCEPT OF POSITION:

A. RESPONSIBILITIES OF POSITION:

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION: