

State of Alabama
Personnel Department
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Montgomery, AL 36130-4100
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www.personnel.alabama.gov

Continuous Announcement

SOCIAL SERVICE CASEWORKER - 50246

Salary: \$29,954.40 – \$47,757.60
Announcement Date: April 15, 2009

JOB INFORMATION

The Social Service Caseworker is a permanent full-time position used by various agencies throughout the state. This is service social work developing social service plans for select caseloads; investigating abuse and neglect cases; providing crisis intervention; assessing need and delivery of services; arranging for clinical services and/or planning for nursing home care; determining financial eligibility of day care and homemaker schedules; recruiting applicants for foster care and residential day care providers; speaking to the general public and groups; and preparing court reports and testifying in court.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited* college or university in a social science.

OR

- Bachelor's degree from an accredited* college or university with a degree in any major **and** at least 30 semester or 45 quarter hours in social or behavioral science courses. **Please submit a college transcript or a list of social or behavioral science courses and hours completed with application.**

ADDITIONAL REQUIREMENTS

- On the reverse side of this announcement is a willingness questionnaire. These questions are tasks in which a Social Service Caseworker may be asked to perform. Carefully read each question, then check yes or no as to your willingness to perform the task. If you answer no to any questions, you may wish to reconsider applying for Social Service Caseworker. Attach the completed questionnaire to your application and return it to the State Personnel Department. **Applications without the willingness questionnaire attached will not be accepted.**
- **Applicants must have available, suitable transportation for use on the job.**
- **Per Alabama Act Number 2000-775, beginning November 1, 2000, persons who apply for child welfare jobs will be subjected to a criminal background investigation prior to employment with the Department of Human Resources.**

NOTES

- Applicants may apply for this position during their last semester of college; however, applicants will be required to submit documentation verifying completion of the Bachelor's degree to the hiring agency prior to beginning work.

BENEFITS

- Low-Cost Health/Dental Insurance (Single Coverage)
- Accrue Thirteen Annual Leave Days per Year
- Thirteen Paid Holidays per Year
- Flexible Employee Benefit Plans
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Sick Days per Year
- Retirement Plan
- Optional Deferred Compensation Plans

EXAMINATION

- **Open-Competitive** to all applicants
- Evaluation of **Training and Experience** as shown on your application

HOW TO APPLY

- Complete an Application for Examination Form available at www.personnel.alabama.gov, the above address, or any Alabama Career Center Office.
- Apply online, by mail or by fax. *Applications will be accepted until further notice.*

Individuals placed on the register before May 25, 2008 MUST reapply to remain eligible for employment. Individuals placed on the register on or after May 25, 2008 are not required to reapply and their current applications on file will be evaluated and scored using the new selection procedure.

THE STATE OF ALABAMA IS AN EQUAL OPPORTUNITY EMPLOYER

*Please refer to the State Personnel Department web site or call us at (334) 242-3389 for complete information on our policy for accepting post-secondary and advance degrees.

Except for pretest information provided by State Personnel to all applicants, you should not directly or indirectly obtain information about examinations. If you do, the State Personnel Director may do several things. One, you may not be given an examination. Two, you may be disqualified after an examination. Three, your name may be removed from a register. Or four, your name may not be certified from the register. (Rules of the State Personnel Board, Chapter 670-x-9). According to the Code of Alabama, 36-26-47, a willful violation of exam security is a misdemeanor. Any person who is convicted of this type of misdemeanor will not get a state job. If they are officers or employees of the state, they will be required to forfeit their office or position for five years.

If you know of anyone who has violated this policy, you should contact the Examination Manager at the State Personnel Department.

WILLINGNESS QUESTIONNAIRE FOR SOCIAL SERVICE CASEWORKER (50246)

Are you willing and able to:

1. Work in situations where children or adults are deprived of basic living needs (i.e., food, shelter, education, medical services, clothing etc.)? Yes No
2. Remove children from current living situations for placement in foster care against the wishes of the parents or legal guardians? Yes No
3. View graphic physical abuse of children or adults? Yes No
4. Work in high crime areas, sometimes alone? Yes No
5. Use your personal vehicle to transport clients, children, supplies, or conduct visits? Yes No
6. Work with persons who are substance abusers? (alcohol and drugs) Yes No
7. Work in low income housing projects sometimes alone? Yes No
8. Occasionally work nights and weekends? Yes No
9. Take verbal abuse without retaliating physically or verbally? Yes No
10. Visually observe children, clients, or adults for physical signs of deprivation (ie clothing, hygiene, extreme weight loss, etc)? Yes No
11. Handle large case loads? Yes No
12. Maintain strict confidentiality of all information to which you have access? Yes No
13. Serve as a witness in court proceedings? Yes No
14. Maintain very detailed case notes? Yes No
15. Work in highly emotional situations and maintain composure? Yes No
16. Handle a large volume of paperwork? Yes No
17. Handle the pressure of meeting deadlines? Yes No

Signature: _____ Social Security Number: _____