

**VACANCY ANNOUNCEMENT  
FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES  
100 EAST ALL SAINTS STREET  
PO BOX 237  
FREDERICK MD 21705**

**RECRUITMENT FOR:**      **SOCIAL WORK SUPERVISOR, FAMILY SERVICES  
ADULT RESOURCE SERVICES**

**SALARY:**                      **\$42,632 – \$68,250 Salary Grade 17**  
Salary reductions applied per Executive Order 01.01.2009.11 –  
State Employees' Furlough and Temporary Salary Reduction Plan.  
These rates are in effect until June 30, 2010.

**CLOSING DATE:**              Completed applications must be received by 5:00 p.m. in our office,  
**Wednesday, May 19, 2010.**

**HOW TO APPLY:**              Submit a completed state application (MS-100) titled  
**"Social Work Supervisor, Adult Resource Services"** to:

Frederick County Department of Social Services  
Attn: Michelle Ranck  
P O Box 237  
Frederick, MD 21705

**POSITION DUTIES:**

This position provides supervision to staff within the Adult Services Unit—specifically the Housing Unit and Project Home. Project Home assists vulnerable adults who would benefit from placement in foster care. Workers in this unit provide case management services and also annually certify foster care provider homes. The Housing Unit provides crisis intervention and emergency assistance for eligible families or individuals who are homeless or facing eviction and assists these customers with developing strategies to avoid or resolve homeless issues. The position is responsible for implementing, monitoring and evaluating service delivery for the individuals and families served. Budget analysis and statistical reporting are a function of this position. Employees in this class may be required to work evenings and may be assigned to provide on-call coverage.

**MINIMUM QUALIFICATIONS:**                      **Candidates *must possess the following...***

**Education:**                      A MASTER'S DEGREE IN SOCIAL WORK from a college or university approved by the Council on Social Work Education. (a Master's in "Social Work" is the *only* qualifying degree for this classification. There are no substitutions.)

**AND**

**Experience:**                      Three years of experience providing child welfare or adult services to vulnerable children, individuals or families, preferably in cases involving suspected abuse or neglect, or exploitation of vulnerable adults and adult guardianship issues.

**NOTES:**                              These requirements are established by the Social Services Administration by authority provided in Human Services Article Title 4, Subtitle 2 Section (c) (1) of the Annotated Code of Maryland. The Department of Budget and Management, Office of Personnel Services and Benefits does not have the authority to accept substitutions or equivalents.

## **LICENSES, REGISTRATIONS AND CERTIFICATES:**

1. Employees are required to be licensed as a certified social worker or certified social worker-clinical by the Maryland State Board of Social Work Examiners for a period of time specified by the Board prior to appointment to social work supervisor positions in State service (COMAR 10.42.08.04 (2)(b) effective July 1, 2004).
2. Employees in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.

## **SPECIAL REQUIREMENTS OF THE CLASSIFICATION:**

1. Employees who have not already done so must complete an approved training program and pass a competency test before begin granted permanent employment status.
2. Employees are required to meet mandatory standards for continuing education as determine by the Department of Human Resources. Employees who fail to obtain the required continuing education credits shall be subject to disciplinary action including demotion, suspension and dismissal.
3. Employees in this classification may be required to provide the employer with a telephone number at which they can be reached.

## **APPLICATIONS:**

Applications may be obtained by visiting our website at: [www.dhr.state.md.us](http://www.dhr.state.md.us); by writing to DHR/Exam Services Unit, 311 W. Saratoga Street, Baltimore, Maryland 21201; by visiting 311 W. Saratoga Street, First Floor, Baltimore, Maryland; or by calling 410-767-7414, toll-free: 1-800-332-6347; TTY users call Maryland Relay Service, 1-800-925-4434. To download a State application (MS-100), please [click here](#).

## **QUALIFICATIONS:**

You must possess the minimum qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the application process. Permanent Maryland State employees may also complete necessary experience requirements within six months of the date of the assessment. However, such candidates will appear in pending status on the eligible list until documentation has been received that the educational and/or experience requirements have been met. Credit may be given for relevant part-time, temporary, or volunteer experience, if you list the number of hours worked per week. For education obtained outside the U.S., you will be required to provide proof of the equivalent American Education as determined by a foreign credential evaluation service.

## **SELECTION PROCESS AND ASSESSMENT:**

Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications for this recruitment. Successful candidates will be ranked as Best-Qualified, Better Qualified or Qualified and placed on the employment (eligible) list *for one year*. This list will be used by hiring agencies to select employees as positions become available.

The examination will consist of a rating of your education, training, and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide complete and accurate information on your application. Report all experience and education that is related to this position.

## BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

✓ Medical/Health Insurance Plans:

**PPO Plans**

- CareFirst Blue Cross/Blue Shield PPO
- United Healthcare PPO

**POS Plans**

- CareFirst Blue Cross/Blue Shield MPOS
- Aetna Choice POS II
- United Healthcare Choice Plus POS

**EPO Plans**

- CareFirst Blue Cross/Blue Shield EPO
- Aetna Select EPO
- United Healthcare Select EPO

✓ Prescription Plan

✓ Dental Plans:

- United Concordia DPPO
- United Concordia DHMO

✓ Term Life Insurance Plan

✓ Personal Accidental Death and Dismemberment Plan

✓ Long Term Care Plan

✓ FREE Vision Plan

✓ Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

✓ State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

**Tax-deferred supplemental retirement savings plans:**

- 457
- 403(b)
- 401(k)

✓ SECU Credit Union

✓ Direct Deposit

✓ Savings Bonds

✓ Maryland Prepaid College Savings Plans

✓ Paid Holidays: 11-12 per year

✓ Annual Leave

- Up to five years of service, 10 days earned per year
- Five to 10 years of service, 15 days earned per year
- 10-20 years of service, 20 days earned per year
- 20+ years of service, 25 earned per year
- Employees may carry over up to 15 weeks of annual leave per year

✓ Personal Leave: Six days per year

✓ Sick Leave: 15 days per year, unlimited accrual

✓ Compensatory Leave

✓ Military Leave

✓ Leave Bank and Employee-to-Employee Leave Donations

✓ Employee Assistance Program

✓ Flextime and Teleworking opportunities for some positions

\* Please note that the benefit information provided pertains to full-time, permanent employees. Health benefits coverage is available to qualified domestic partners. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked. Contractual employees may enjoy some of these benefits.