

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
POSITION VACANCY ANNOUNCEMENT**

**CHILD AND FAMILY SERVICES AGENCY
HUMAN RESOURCES ADMINISTRATION**

ANNOUNCEMENT NO: CFSA-10-P003
OPENING DATE: 10/19/09

POSITION: Social Worker, DS-185-9/11/12
CLOSING DATE: OPEN UNTIL FILLED

**IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE:**
11/02/09

SALARY RANGE: DS-185-09 \$52,589 - \$65,657 PA
DS-185-11 \$59,903 - \$75,689 PA
DS-185-12 \$67,600 - \$86,482 PA

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday
Evening hours and weekends, as required

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: DS-12

AREA OF CONSIDERATION: UNLIMITED
NO. OF VACANCIES: SEVERAL

AGENCY: Child and Family Services Agency (CFSA), Office of the Deputy Director for Agency Programs (ODDAP)

DURATION OF APPOINTMENT: Permanent | | Term (13 months to 4 years) NTE: _____
 Temporary (Up to 1 year, Not-to-Exceed) _____
This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.
This position IS NOT in a collective bargaining unit.

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent provides a variety of child welfare casework services to children and to families to investigate, assess and remediate situations, allegations and reports. Conducts home visits to assess strengths and needs of families; contacts collateral source; reviews pertinent information; makes appropriate referrals. Responds to crisis situations and intervenes to resolve immediate problems. Utilizes various counseling and therapeutic techniques in an attempt to address social, environmental, emotional and medical problems. Maintains medical, physical, social and psychological histories; counsels families, children and youth, both individually and in-groups. Provides assistance in seeking employment, housing, financial assistance and other services for assigned caseload. Maintains statistical data which reflects an account of clients served and the number and types of activities performed in order to provide services. Serves as an experienced member of an interdisciplinary team to provide written and oral case presentations regarding the impact of the child and/or the family's condition and the psycho-social implications. Identifies the needs and strengths of children and the families as they relate to the overall treatment plan. Prepares a variety of reports; represents the CFSA at administrative reviews, court hearings and other meetings. Coordinates implementation of court orders. Maintains up-to-date case records for documentation of case activity, to include electronic case management data entry. Attends administrative reviews and court hearings to provide status information regarding the child's and/or the families' psycho-social condition and CFSA compliance with recommendations contained in the case plan. Determines the appropriateness of established goals, services and/or permanency planning based on the status findings. Contacts and maintains ongoing communication with collateral contacts. Supervises and conducts family visits as appropriate.

QUALIFICATION REQUIREMENTS: These positions require the following:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- DS-09 requires a D. C. Graduate Social Worker License.
- DS-11 requires a D. C. Graduate or Independent Social Worker License.
- DS-12 requires a D. C. Independent Clinical Worker License.

All positions require a valid Driver's License.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Extensive Knowledge of the Child Welfare Field to provide social work services for individuals and families;
2. Knowledge of related psychiatric, psychological and medical practices used in the evaluation and treatment of children and families, to serve as an effective member of the multi-disciplinary treatment team;
3. Comprehensive knowledge of human behavior dynamics; sensitivity to cultural diversity, age, and religious differences affecting child rearing, family and kinship patterns, attitudes about illness, medical care and communication pattern, to conduct home visits or investigations develop case plans and provide counseling;
4. Knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families; and
5. Ability to communicate effectively orally and in writing.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

TO APPLY: **FAX TO:** (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEBSITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
