FINAL FILING DATE: January 14, 2011

ORAL INTERVIEW: To Be Announced

SOCIAL SERVICE EMPLOYMENT PLACEMENT COUNSELOR
Monthly Salary Range $4,411.01 - $5,361.62

THE POSITION
The Contra Costa County Employment and Human Services Department is recruiting to fill one (1) vacant Social Service Employment Placement Counselor position. Individuals appointed to this position must be available for assignment to any of the Employment and Human Services Department Offices which are located in Richmond, Hercules and Antioch.

Social Services Employment Placement Counselor is an experienced level class, which requires skills and experience in the employment placement and assistance of persons with problems impacting employability. Incumbents are expected to exercise considerable independence and initiative in the goal of maximizing employment of public assistance clients. They coordinate and facilitate job development activities; assist with mini workshops for job finding, retention and interview skills; work with case managers to keep them informed of employer availability, needs and possible employment leads; confirm hiring of clients and provide feedback concerning client interviews; maintain ongoing liaison with employers to address complaints; contact identified employers to set appointments for clients; prepare public assistance clients for specific job interviews; screen and make appropriate referrals of clients to job opportunities and schedule and refer clients for available job slots in coordination with the private and public sector.

MINIMUM QUALIFICATIONS

License Required: Candidates must possess and maintain throughout the duration of employment 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: Possession of a baccalaureate degree from an accredited college or university with a major in vocational or rehabilitation counseling, or a closely related field.

Experience: One year of full-time experience, or its equivalent, in job placement, vocational training, counseling, or job solicitation, with direct responsibility for the job placement of youths or adults with employment related problems.

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

Substitution for Academic Major: Six months of additional qualifying experience may be substituted for the required academic major.

SELECTION PROCESS

1. Application Filing: Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on “HOW 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%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: January 3, 2011 – NLB/jh

Exam Number: X7WB-2011A

SOCIAL SERVICE EMPLOYMENT PLACEMENT COUNSELOR

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION.