



RECRUITMENT AND EXAMINATION ANNOUNCEMENT

This is an Agency Specific Recruitment for the Department of Juvenile Services. The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the DJS Case Management Specialist Supervisor job classification must reapply at that time. Information on where to apply is located at the end of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.

POSITION TITLE: DJS Case Management Specialist Supervisor
Announcement Number 12-2593-001
(List the job title and announcement number on your application.)

SALARY: \$44,475 - \$70,749

CLOSING DATE: Open and Continuous

LIMITATION ON SELECTION: **Limited to Current DJS Employees**

POSITION DUTIES: The Department of Juvenile Services is currently accepting applications for DJS Case Management Specialist Supervisor positions. This is a promotional classification limited to current DJS employees who must obtain MCTC certification prior to appointment. Applications are being accepted Statewide with current vacancies located at the **Allegany County Office in Cumberland, MD; Western Maryland Children's Center in Hagerstown, MD; Salisbury office in Wicomico County, MD; Largo office in Prince George's County, MD; LaPlata office in Charles County, MD;** and two vacancies at the **Arbutus office (one will work in the VPI unit). The Arbutus vacancies are subject to change to a different office location within Baltimore County).**

MINIMUM QUALIFICATIONS:

Education: Possession of a Bachelor's degree from an accredited four year college or university.

Experience: Three years of experience providing case management services to emotionally or socially maladjusted, delinquent, victimized, or exceptional juveniles in a community or residential setting.

Notes:

1. An Associate of Arts degree in the social or behavioral sciences or criminal justice from an accredited college or university and two years of experience providing direct services to children in a community or residential setting may be substituted for the required Bachelor's degree.
2. A Master's degree in the social or behavioral sciences or criminal justice from an accredited college or university may be substituted for one year of the required experience.

LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Candidates appointed to positions in this classification must be fully certified by the Maryland Correctional Training Commission prior to appointment and are required to maintain certification while employed.
2. Candidates appointed to positions 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. In accordance with the Correctional Services Article of the Maryland Annotated Code, Section 8-209, the Maryland Correctional Training Commission shall establish the minimum qualifications for probationary or permanent appointment of a Department of Juvenile Services employee. These requirements are listed in detail in the Code of Maryland Regulations 12.10.01.04, general regulations of the Maryland Correctional Training Commission, and include:

U.S. Citizenship or Resident Alien status
Must be at least 18 years of age
A thorough background check, including fingerprinting and drug testing
An oral interview, and physical and psychological examinations.

2. Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

SELECTION PROCESS AND ASSESSMENT: Applicants who meet the minimum qualifications and Limitation on Selection will be placed on the eligible list categorized as BEST QUALIFIED. Candidates shall be certified to the employment list for a period of one year. This list will be used by hiring agencies to select employees.

EXAMINATION: You will be rated on the basis of the information contained in your application. It is essential that you give complete and accurate information on your application.

TO APPLY: Applications will be evaluated based on the materials submitted in relation to the above position responsibilities and requirements. Therefore, it is important to provide complete and accurate information. Please include the title of the position for which you are applying, as well as the announcement number, on your State application (MS 100). Please submit the application to:

**Maryland Department of Juvenile Services
Recruitment & Examination Division
One Center Plaza
120 W. Fayette Street
Baltimore, MD 21201**

Equal Opportunity Employer
Appropriate accommodations for individuals with disabilities are available upon request by calling:
410-230-3282
For recorded job information call: 410-230-3487

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES

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| <ul style="list-style-type: none"> ✓ Medical/Health Insurance Plans: <ul style="list-style-type: none"> <u>PPO Plans</u> <ul style="list-style-type: none"> ▪ CareFirst Blue Cross/Blue Shield PPO ▪ United Healthcare PPO <u>POS Plans</u> <ul style="list-style-type: none"> ▪ CareFirst Blue Cross/Blue Shield MPOS ▪ Aetna Choice POS II ▪ United Healthcare Choice Plus POS <u>EPO Plans</u> <ul style="list-style-type: none"> ▪ CareFirst Blue Cross/Blue Shield EPO ▪ Aetna Select EPO ▪ United Healthcare Select EPO
 ✓ Prescription Plan ✓ Dental Plans: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ Health Care Spending Accounts ▪ Daycare Spending Accounts
 ✓ State Retirement and Pension System <ul style="list-style-type: none"> ▪ Employees are vested in the pension system after five years of employment
 Tax-deferred supplemental retirement savings plans: <ul style="list-style-type: none"> ▪ 457 ▪ 403(b) ▪ 401(k) | <ul style="list-style-type: none"> ✓ SECU Credit Union ✓ Direct Deposit ✓ Savings Bonds ✓ Maryland Prepaid College Savings Plans ✓ Paid Holidays: 11-12 per year ✓ Annual Leave <ul style="list-style-type: none"> ▪ 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 10 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 |
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* 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.