



## **RECRUITMENT AND EXAMINATION ANNOUNCEMENT**

**The resulting eligible list will be used to fill this position or function only. Persons interested in future vacancies in the Social Worker Advanced, Criminal Justice job classification must reapply at that time. Please see information about where to apply on back of this job announcement. Sending your completed application to an incorrect address may result in not being considered for this recruitment.**

**POSITION TITLE: Social Worker II, Criminal Justice**

**Announcement Number 11-2004-001**

(List the job title and announcement number on your application.)

**SALARY: \$40,291 - \$64,317**

**CLOSING DATE: Open and Continuous**

**POSITION DUTIES:** The Department of Juvenile Services currently has a vacancy for Social Worker II, Criminal Justice located at the **Alfred D. Noyes Center in Rockville, MD**. The position is the intermediate level of professional social work providing clinical and therapeutic social work services in a criminal justice environment to clients who have demonstrated a need for rehabilitative intervention and cognitive restructuring because of behavioral factors or personality disorders and co-existing mental health, substance abuse or other social adjustment factors.

### **MINIMUM QUALIFICATIONS:**

**Education: Determined by the State Board of Social Work Examiners under the licensing requirements for Social Workers.**

**Experience: Two years of experience providing clinical and therapeutic social work services through the application of the principles, methods and procedures of professional social work to clients requiring rehabilitative counseling.**

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

1. Employees are required to be licensed as a certified social worker or certified social worker-clinical by the State Board of Social Work Examiners prior to appointment to a position in State service. Applicants who do not have a license may also apply pending receipt of the required license. **Attach a copy to the application.** When the license is obtained, submit a copy to the hiring department.
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 are required to meet mandatory standards for continuing education as determined by the hiring department. Employees who fail to obtain the required continuing education credits shall be subject to disciplinary action including demotion, suspension and dismissal.
2. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services must complete an approved training program in group counseling techniques.
3. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services may be required to complete the Level I Counseling course certified by the Maryland AIDS Professional Education Center.
4. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services are required to qualify for and successfully complete the Entry Level Training Academy operated by the Police and Correctional Training Commissions.

**SELECTION PROCESS AND ASSESSMENT:** Applicants who meet the minimum qualifications will be admitted to the evaluation for this classification. The assessment will be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is important that you provide complete and accurate information on your application. Please report all related experience and education. 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. 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. **All information concerning your qualifications must be submitted by the closing date.** We will not consider information submitted after this date. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the employment (eligible) list for at least one year.

**TO APPLY:** Applications will be evaluated based on materials submitted in relation to the above responsibilities and requirements. Therefore, it is important to provide complete and accurate information. To be considered for this position, a Maryland State Employment application

(MS-100) for Social Worker II, Criminal Justice with appropriate announcement number must be received at the address listed below:

**OPSB Recruitment & Examination Division  
Room 608  
301 W. Preston 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

- ✓ 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.