



Maryland Department of
Juvenile Services
Treating • Supporting • Protecting

RECRUITMENT AND EXAMINATION ANNOUNCEMENT

This is a Position 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 Social Work Manager, 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 Work Manager, Criminal Justice
Announcement Number 11-2008-907
(List the job title and announcement number on your application.)

SALARY: \$48,691 - \$78,173

CLOSING DATE: Open and Continuous

POSITION DUTIES: The Department of Juvenile Services currently has a vacancy for Social Work Manager, Criminal Justice located at 120 W. Fayette Street in Baltimore City, MD. This position is responsible for oversight, clinical supervision and program direction for behavioral health social workers located in regional resources offices; and oversight and clinical supervision for all other social workers employed by the Department of Juvenile Services. The position ensures that regionally based social workers provide the Office of Resource Development/Medicaid Office with documentation to maximize Medicaid reimbursement for rehabilitation services. This position is also responsible for ensuring the behavioral health services for detained and committed girls as well as girls on probation, are consistent with the principles of gender responsive services.

MINIMUM QUALIFICATIONS:

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

Experience: Six years experience providing clinical and therapeutic services through the application of the principles, methods and procedures of professional social work to clients requiring rehabilitative counseling or forensic social work services, including eighteen months of experience completing assessments, formulating diagnostic impressions, treating mental disorders and other conditions or providing psychotherapy as a certified social worker-clinical and two years of experience supervising lower level social workers providing clinical and therapeutic social work to clients.

Note: A doctoral degree in social work from an accredited college or university may be substituted for up to one year of experience.

LICENSES, REGISTRATIONS AND CERTIFICATES:

1. Employees are required to be licensed as a certified social worker-clinical by the Maryland State Board of Social Work Examiners for eighteen months 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 an automobile. Employees assigned such duties will be required to possess an appropriate 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 of 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 Services Training Commissions.
5. Employees of the Department of Public Safety and Correctional Services and the Department of Juvenile Services are required to complete the Correctional First Line Supervisor Training within one year of appointment.

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) lists 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 (MS100) for Social Work Manager, Criminal Justice with appropriate announcement number must be received at the address listed below by the closing date. To download the MS100 application, visit www.djs.state.md.us.

**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

✓ Medical/Health Insurance Plans:

PPO Plans

- CareFirst PPO
- UnitedHealthcare PPO

POS Plans

- CareFirst POS
- UnitedHealthcare POS
- Aetna POS

EPO Plans

- CareFirst EPO
- UnitedHealthcare EPO
- Aetna 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

✓ Most Health Plans include a Vision Plan

✓ Flexible Spending Accounts:

- Healthcare Spending Account
- Daycare Spending Account

✓ 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)
- 401(a) match plan

✓ 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 State service, 10 days earned per year
- Five to 10 years of State service, 15 days earned per year
- 10-20 years of State service, 20 days earned per year
- 20+ years of State 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. 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.