



## ADOPTIONS SPECIALIST

### SUPPLEMENTAL APPLICATION

#### INTRODUCTION

The purpose of the Supplemental Application examination is to give you an opportunity to explain significant aspects of your qualifications for California Dept of Social Services (CDSS), Adoptions Specialist. The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination and an employment list will be established for those candidates who attain a passing score. The employment list will be used by CDSS to fill positions. The employment list has a list life of 12 months. A "Condition of Employment" form is included in this supplemental application that will allow you to select a location and time bases in which you are interested in employment.

Please submit a standard [State Application \(STD. 678\)](#) along with this examination.

#### **THIS IS THE EXAMINATION – PLEASE READ IT CAREFULLY.**

**INSTRUCTIONS:** For each task listed in this document, choose the phrase (from the five "Ratings of Experience" descriptions) that best describes your experience. Choose the number (rating) to the right of the task which corresponds to your choice. Choose only one number for each task. The information that you provide will be verified prior to employment. Providing false information on this supplemental application could result in removal from the employment list and banned from future employment opportunities with the CDSS.

**RATINGS OF EXPERIENCE** (Qualifying experience can be either a paid position and/or internship.)

- 0** - I have **no knowledge or experience** in this area.
- 1** - I have **no direct experience** in this area or function, **but have knowledge or training.**
- 2** - I have experience in this area for **less than 1 year** or successfully interned in a child welfare agency.
- 3** - I have experience in this area for **1 to 3 years** or successfully interned with an adoption agency.
- 4** - I have experience in this area or function of **more than 3 years.**

| TASKS   | RATING |
|---|--------|
| 1. Have experience utilizing the principles, practices, and techniques used in casework theory related to:  |        |
| - Child development.  |        |
| - Principles of individual and group behavior.  |        |
| - Family relationships.   |        |
| - The effect of separation on children and parents.   |        |
| - Child welfare casework objectives.  |        |
| - Socio-economic factors which promote stable family security.  |        |
| - Children affected by exposure to adverse parental background, neglect, drugs, physical, emotional, or sexual abuse, or a history of mental or physical illness within the family. |        |
| - Crisis intervention.  |        |
| - Group behavior and dynamics.  |        |
| - Societal trends and influences, human migrations, ethnicity, cultures and their history and origins.  |        |
| 2. Have experience working <b>with</b> :  |        |
| - Local county child welfare departments.   |        |
| - A licensed public or private adoption agency.   |        |
| - Public and private attorneys.   |        |
| - Representatives of the court system.  |        |
| 3. Have experience working <b>for</b> :   |        |
| - Local county child welfare departments.   |        |
| - A licensed public or private adoption agency.   |        |
| 4. Have experience interpreting and applying provisions of the State and federal rules, regulations, and laws pertaining to child welfare programs.                                 |        |
| 5. Have experience interpreting and applying provisions of the State and federal rules, regulations, and laws pertaining to adoption programs.                                      |        |

| TASKS   | RATNG |
|---|-------|
| 6. Have experience utilizing community resources to address clients needs.  |       |
| 7. Have experience monitoring, reviewing, and managing a caseload.  |       |
| 8. Have experience assessing client/customer satisfaction of services.  |       |
| 9. Have experience consulting with public or private social service agencies regarding adoption planning.                     |       |
| 10. Have experience preparing case documentation using the Child Welfare Services/Case Management System (CWS/CMS).           |       |
| 11. Have experience appearing before groups and communicating effectively.  |       |
| 12. Have experience writing clear, accurate, and concise reports.   |       |
| 13. Have experience preparing children for placement transitions and providing supervision.                                   |       |
| 14. Have experience assessing the physical, social, emotional and economic factors present in families.                       |       |
| 15. Have experience interviewing clients.   |       |
| 16. Have experience as a group facilitator.   |       |
| 17. Have experience collecting and assessing information needed to assist client.   |       |
| 18. Have experience working with children who have been traumatized from abuse, Neglect, and/or a violent environment.        |       |
| 19. Have experience with concurrent planning.   |       |
| 20. Have experience with team and family decision making.   |       |
| 21. Have experience with working competently and sensitively with a variety of families and children from different cultures. |       |
| 22. Have experience:  |       |
| - Preparing and reviewing legal documents.  |       |
| - Assisting with hearings.  |       |
| - Providing testimony.  |       |

|                           |          |          |        |                    |
|---------------------------|----------|----------|--------|--------------------|
| <b>Candidate's Name</b>   |          |          |        |                    |
| <b>Address</b>            |          |          |        |                    |
|                           | (number) | (street) | (city) | (state) (zip code) |
| <b>Home Phone Number:</b> |          |          |        |                    |
| <b>Work Phone Number:</b> |          |          |        |                    |

**CONDITIONS OF EMPLOYMENT**

If you are successful in the exam, your name will be placed on the active employment list and certified to fill vacancies according to the conditions you specify on this form.

The following list of counties/cities identifies the locations where this position is currently used. **Please check the locations in which you are willing to work.**

\_\_\_\_\_ ANYWHERE IN THE STATE – If checked, no further selection is necessary.

**OR**

- |               |                   |
|---------------|-------------------|
| _____ ARCATA  | _____ CHICO       |
| _____ FRESNO  | _____ LOS ANGELES |
| _____ OAKLAND | _____ SACRAMENTO  |

**TYPE OF APPOINTMENT DESIRED:**

- Check one or more items: \_\_\_\_\_ PERMANENT (More than 6 months)  
 \_\_\_\_\_ TEMPORARY (Up to 9 months)  
 \_\_\_\_\_ LIMITED TERM (Up to 24 months)

- Check one or more items: \_\_\_\_\_ FULL-TIME (40 hours a week)  
 \_\_\_\_\_ PART-TIME (Regular hours less than 40)  
 \_\_\_\_\_ INTERMITTENT (On Call & hourly)

I CERTIFY THAT I HAVE ANSWERED ALL QUESTIONS HONESTLY. I UNDERSTAND THIS INFORMATION WILL BE CONFIRMED AND ANY FALSE STATEMENTS WILL BE CAUSE FOR DISQUALIFICATION FROM THIS EXAMINATION.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**MAILING INSTRUCTIONS:**

Mail your completed Supplemental Application along with a standard State Application Form, STD.678 to the address listed below. Application is available at the California Department of Human Resources website: <http://jobs.ca.gov/pdf/std678.pdf>

**MAIL COMPLETED STD. 678 AND SUPPLEMENTAL APPLICATION TO:**

California Department of Social Services  
 P.O. Box 944243 MS 8-15-58  
 Sacramento, CA 94244-2430