

Job Title	Conservatorship/Guardianship Program Supervisor
Employer/ Agency	Contra Costa County
Job Description	<p>The Contra Costa County Health Services Department is recruiting for one (1) qualified individual interested in the Conservatorship/Guardianship Program Supervisor position to be assigned to the Conservatorship/Guardianship office located in Martinez, CA.</p> <p>The Conservatorship/Guardianship Program Supervisor will be responsible for planning, organizing, and directing a program; which provides case management, estate and public conservatorship services for Lanterman-Petris-Short (LPS) Conservatees and Probate Conservatees. Typical duties include: supervising professional, paraprofessional and clerical staff; program planning, development, and evaluation activities; maintaining contacts with other agencies that provide health and social services; drafting policies and procedures to address necessary change; gathering data and preparing reports; and training and developing staff members. This position is supervised by the Conservatorship/Guardianship Program Manager.</p>
Qualifications	<p>The ideal candidate will have a proven track record demonstrating the following:</p> <ul style="list-style-type: none"> • Ability to assist with program planning, program development, program evaluation activities, and legal process related to probate or LPS conservatorship • Ability to organize and/or conduct staff training activities; ability to supervise subordinate staff • Knowledge of the Welfare and Institutions and Probate Code applicable to Conservatorship • Characteristics of the ideal candidate: <ul style="list-style-type: none"> • Excellent interpersonal skills with a strong ability to work in a team environment • Adapts easily to varied and changing priorities • Effective verbal and written communication skills <p>Read the complete job description at www.cccounty.us/hr. The eligible list established from this recruitment may remain in effect for six months.</p> <p>MINIMUM QUALIFICATIONS</p> <ul style="list-style-type: none"> • License Required: Possession of a valid California Motor Vehicle Operator's license. Out of state valid motor vehicle licenses will be accepted during the application process; • AND either 1) A valid license as a psychologist issued by the California Department of Consumer Affairs, Board of Psychology; or 2) a valid license as a Clinical Social Worker issued by the California Department of Consumer Affairs, Board of Behavioral Sciences; or 3) a valid license as a Marriage and Family Therapist issued by the California Department of Consumer Affairs, Board of Behavioral Sciences.

	<ul style="list-style-type: none"> • Education: Possession of a Master's Degree from an accredited college or university with a major in Social Work, Psychology, or closely related field. • Experience: Three (3) years of full-time experience, or its equivalent, providing casework services in a public mental health or conservatorship setting, at least one (1) year of which included direct responsibility in dealing with issues of either temporary, probate, or Lanterman-Petris-Short Act (LPS conservatorship). • OTHER REQUIREMENTS: A background investigation/fingerprint and/or physical exam may be required prior to the start of employment.
Salary/Hours	\$84,852-\$103,140
Application Method	<p>SELECTION PROCESS</p> <p>1. Application Filing: All applicants must apply online at www.cccounty.us/hr and submit the information as indicated on the job announcement by the final filing date.</p> <p>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.</p> <p>3. Oral Interview: Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. (Weighted 100%)</p> <p>4. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the employment list.</p>
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.