



CITY OF BALTIMORE
Department of Human Resources
201 E. Baltimore Street, Suite 100
Baltimore, MD 21202
(410) 396-3860 711(TTY)
www.baltimorecity.gov

**INVITES APPLICATIONS FOR THE POSITION OF:
Health and Social Services Assistant - Health Department**

An Equal Opportunity Employer

SALARY: \$34,297.00 - \$40,788.00 Annually

OPENING DATE: 07/26/17

CLOSING DATE: 08/09/17 11:59 PM

EDUCATION ACCREDITATION: Applicants education must be obtained from an accredited institution. Education credentials obtained out of the US must be evaluated for US equivalency. Evaluation agencies information may be obtained at www.naces.org.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

DRUG & ALCOHOL TESTING: Eligible candidates under final consideration for appointment will be required to submit to drug and alcohol testing. Testing is also required prior to promotion to a sensitive job classification.

CRIMINAL BACKGROUND CHECK: Eligible candidates under final consideration for appointment to positions identified as positions of trust will be required to authorize the release of and successfully complete a criminal conviction check.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from the eligible list resulting from this examination will be on probation for 6 months.

CLASS DESCRIPTION:

A Health and Social Services Assistant schedules, plans and implements health and social services programs for children within a classroom, home or center based setting. Work of this class does not involve supervisory duties or responsibilities.

Incumbents receive moderate supervision from a technical superior. Employees in this class work a conventional workweek. Work is performed in a classroom, home or center based setting where working conditions are normal. Work requires minimal physical exertion.

SELECTION PROCESS:

All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. **It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position.** Qualified candidates will not be listed in rank order.

MINIMUM QUALIFICATIONS:

On or before the date of filing the application, each candidate must:

Education: Have an AA Degree in Early Childhood Development, Human Services or Human Development.

Experience: Have three years' supervised experience working with infants and toddlers in a classroom, home or center based setting.

Notes (Equivalencies):

1. Applicants may have a Bachelor's degree from an accredited college or university in Early Childhood Education, Specialist Education, Child Development and one year of experience working with Infants and Toddlers in a classroom, home or center based setting.
2. Applicants may have a Bachelor's degree in Psychology or Sociology with 18 credit hours in Early Childhood Education and one year supervised experience.

Licenses, Registrations and Certifications: May require a drivers' license and regular access to transportation.

SUPPLEMENTAL INFORMATION:**EXAMINATION PROCESS:**

Applicants must provide sufficient information on your application to show that you meet the qualifications for this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful applicants will be placed on the employment certified eligible list for at least one year.

The examination will consist of a rating of your education, training, and experience as presented on your application and as they relate to the requirements of the position. You may be required to complete supplemental questions to further examine specific Knowledge, Skills and Abilities of the position. Therefore, it is important that you provide complete and accurate information on your application.

NOTE: Those eligible candidates who are under final consideration for appointment to some positions in this class will be required to authorize the release of criminal conviction information.

APPLICATIONS MUST BE FILED ONLINE AT:

201 E. Baltimore Street
Baltimore, MD 21202

711 (TTY)

Position #25497
HEALTH AND SOCIAL SERVICES ASSISTANT - HEALTH
DEPARTMENT
ANNETTE WILLIAMS
Annette.Williams@baltimorecity.gov

Health and Social Services Assistant - Health Department Supplemental Questionnaire

- * 1. Please Note: Supplemental questions are designed to gather information from applicants about their experience and training as it relates to the position. Responses are evaluated to determine if the candidates have any additional experience beyond the minimum qualifications that would be an asset in this position. Applicants who answer N/A to any question(s) will NOT be disqualified for this position. All applicants MUST meet the minimum qualifications for this position at the time of application.

I have read and understand the above information.

- * 2. Which of the following best describes your level of completed education? (Education details MUST be included in your application.)
- Master's Degree or above from an accredited college/university
 - Bachelor's Degree from an accredited college/university
 - Associate's Degree from an accredited college/university
 - High School Diploma or GED certificate
 - None of the above
- * 3. Select the specific education major in which you have completed a degree from an accredited college/university. (Your education major must be stated in the "EDUCATION" section of this application.)
- Early Childhood Development
 - Human Services
 - Human Development
 - Special Education
 - Psychology
 - Sociology
 - I do not have a degree in any of the above.
- * 4. If you possess a Bachelor's degree in Psychology or Sociology, do you have 18 credit hours in Early Childhood Education?
- Yes
 - No
- * 5. Select the response that represents the amount of experience you possess, in which you were supervised, while working with infants and toddlers in a classroom, home or center-based setting. (This experience must be listed in the "WORK HISTORY/EXPERIENCE" section of this application.)
- I do not have any supervised experience, while working with infants and toddlers in a classroom, home or center-based setting.
 - Less than 1 year
 - 1 year or more but less than 2 years
 - 2 years or more but less than 3 years
 - 3 years or more but less than 4 years
 - 4 years or more but less than 5 years
 - 5 years or more but less than 6 years
 - 6 years or more
- * 6. Please describe in detail you experience in which you were supervised while working with infants and toddlers in a classroom, home or center-based setting. Identify the position from your application where you performed these duties and/or gained this experience. If no experience, please type "N/A."
- * 7. Do you possess a 90 hour Childcare Certificate? (A copy of your certification MUST be attached to this application.)
- Yes
 - No
- * 8. Do you possess a 45 hour Infant-Toddler Certificate? (A copy of your certification MUST be attached to this application.)
- Yes
 - No
- * 9.

Please describe in detail your experience assessing the needs of families and coordinating support services and interventions. Identify the position from your application where you performed these duties and/or gained this experience. If no experience, type "N/A".

- * 10. Please describe in detail your experience with educating parents. Specifically, as it relates to the developmental needs of children. Identify the position from your application where you performed these duties and/or gained this experience. If no experience, please type "N/A."

- * 11. Applicants are encouraged to submit a resume with the application. You may either scan and attach the resume to the online application or visit the City of Baltimore Recruitment & Talent Acquisition Division Office at 201 E. Baltimore Street, Suite 100, Baltimore, MD 21202, during regular business hours (M-F 8:30am – 4:30pm), to present your resume to be attached to the application.

I have read and understand the above statement.

- * 12. If your degree/credits was obtained from an accredited college/university outside of the United States, you must attach a legible copy of your U.S. equivalent education evaluation to this application. Baltimore City Government recognizes foreign credential evaluation agencies that are current members of the National Association of Credential Evaluation Services (NACES). A list of agencies and their contact information is available on the NACES website at www.naces.org. Failure to submit an evaluation may result in disapproval of your education.

I have read and understand the above information.

- * 13. Various notes regarding this position including additional requirements may be listed in the Supplemental Information section of the job announcement. By selecting the box below you are confirming that you have read and understand any notes indicated on the job announcement.

I have read and understand the above information.

- * 14. Please take this opportunity to review your responses to the supplemental questions. Ensure that the qualifications stated above can be cross referenced with the qualifications in your application. Your application may not be considered for further review if you have failed to show details of where the minimum qualifications are met. By agreeing to the statement below, you are confirming that you understand this statement, have reviewed your responses to the questions for accuracy and verify that your responses accurately describe your current qualifications. **If you have questions regarding this position, please contact Annette Williams, Recruitment and Talent Acquisition Specialist via email at Annette.Williams@baltimorecity.gov**

I verify that all of my responses to the supplemental questions are true and accurate. I accept that if my supporting documentation and/or later steps in the selection process do not support one or more of my responses to the supplemental questions that my application may be disapproved and/or I may be removed from consideration.

* Required Question