

TEST PLAN

HUMAN SERVICES CASE MANAGER - #6630

1. Minimum Qualifications Checklist
2. Agency may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core supplemental checklist test that has been developed on:
 - A. Application of Social Work 70%
 - B. Written Communication 10%
 - C. Application of Laws, Rules, and Regulations 20%
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- a Bachelor's degree in a Behavioral Science, Social Science, or a closely related field; **OR**
- a Bachelor's degree in any field and one year of human services related experience (i.e., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing); **OR**
- an Associate's degree in a Behavioral Science, Social Science or a closely related field **AND** two years of human services related experience (i.e., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing); **OR**
- three years of human services related experience (i.e., work providing assistance to individuals and groups with issues such as economically disadvantaged, employment, abuse and neglect, substance abuse, aging, disabilities, prevention, health, cultural competencies, inadequate housing).

NOTE: A photocopy of your transcripts must be attached to your application materials if using college courses/degree to meet the minimum qualifications.

SKILL CODES:

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| PSS | ASG |
| PLN | SRV |
| INC | CSE |
| HLP | EMP |
| DFE | |