



Request for Qualifications (RFQ) Social Worker

BACKGROUND

Proposition 10

In November 1998, the California voters passed Proposition 10, the California Children and Families First Initiative, which added a 50 cent-per-pack tax on tobacco products. Revenue from the tax is deposited into a trust fund, then disbursed with the intent to promote, support and improve early development of children from the prenatal stage through five years of age. Eighty percent (80%) of these revenues are allocated annually to the 58 individual California counties to benefit children from prenatal to five years old. Each local Commission has control over their own funds and by law is empowered to make local decisions about how funds should be spent. The remaining 20% of the revenues supports statewide programs and research.

State Commission

The California Children and Families Commission is responsible for state-level administration including developing program guidelines, reviewing county plans, and conducting annual program review and evaluation. The nine-member commission also spends 20% of the available revenues annually on mass media communications, parent and provider education, child care, research and administration.

First 5 San Benito

The San Benito County Board of Supervisors established the First 5 San Benito Children and Families Commission in 1999 to administer and allocate the County's portion of the Proposition 10 funds. The Commissioners represent county government, public health, social services, education, and early care and education. This Commission is required to adopt a strategic plan to guide how funds will be spent and progress will be measured. Local planning must be consistent with state guidelines, and programs must be reviewed and evaluated annually.

Through the history of the organization, First 5 San Benito has made efforts to respond to the needs in the community and direct funding in a manner that will address identified needs and develop effective systems. Since local funding began in 2001, First 5 San Benito has distributed more than \$8 million within the community in the form of grant funding. In the FY 2011-12 strategic plan, the Commission restructured its investments in the community by decreasing funding to grantees and increasing F5 SBC's role in providing direct services in order to serve more children and their families. The 2013-14 strategic plan further refined this funding strategy, and the 2014-17 strategic plan builds on the Commission's prior decisions to invest its resources in a manner that achieves the maximum impact.

Statewide, Prop 10 tax revenue has been declining, and is projected to continue declining in the future. However, First 5 California has included San Benito County in its small-county allocation and established a baseline of \$650,000 per year for the next three years.

Definition:

Under general direction, the Social Worker carries a difficult caseload involving the determination of need for basic social services functions for applicants or clients; performs social studies and assignments involving individualized treatment and specialized application of casework methods and skills; provides comprehensive casework services of a tangible nature; and performs other related work as assigned.

Incumbents are normally assigned a selected caseload of the more difficult cases and when needed are given supervisory consultation in development of treatment plans. They may also be assigned to a specialized function requiring a high degree of perception such as a special problem caseload or they are assigned to a specific geographic or functional area such as Court Investigations, Family Maintenance/Reunification, Emergency Response, Child/Adult Protection, or Foster Care. A Social Worker may act as a lead worker to other social service workers. Incumbents are expected to work independently.

The Social Worker might receive more difficult assignments requiring greater skill and depth of job knowledge in assessing problem situations and formulating plans for services. Incumbents normally work with a high degree of independence of action in administering services and in making use of agency or community resources.

Supervisor:

First 5 San Benito Executive Director

Position Supervised:

First 5 San Benito Social Worker

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor's Degree from an accredited college or university
- Minimum five (5) years of social work case management experience. *
- Trauma Informed Training
- Record of successful accomplishment in organizational leadership, and program/budget management for complex, large-scale projects involving collaboration, and delivery of staff development.

Knowledge of:

- Planning, organization and direction of operations, activities, educational services and support functions of assigned programs and services
- Practices, procedures and techniques involved in the development and implementation of program and service projects, plans, strategies, goals, objectives, systems, schedules, events and activities
- Effective professional learning and practices
- Adult Learning Theory and its implications for quality staff development
- Legal compliance matters
- Principles and practices of administration, supervision and training
- Budget preparation and control
- Applicable laws, codes, regulations, policies and procedures

Skills and abilities:

- Bilingual/Biliterate/Bicultural
- Communicate effectively both orally and in writing
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Lead and work effectively with groups in committees and workshops
- Effectively involve people in decision making
- Organize, conduct, implement and evaluate staff development programs with attention to detail and to necessary follow-up procedures
- Develop and monitor budgets
- Use appropriate technology for information processing
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Supervise and evaluate the performance of assigned personnel
- Ability to build positive working relationships with stakeholder and external partner organizations
- Experience in data collection and evaluation processes
- Ability to work independently, exercise sound judgment and assume responsibility for completion of tasks
- Ability to drive a vehicle to conduct work as assigned; ability to travel both in- and out-of-state, and attend evening or weekend meetings up to 30% of time
- Excellent verbal, written and interpersonal communication skills, including public speaking, excellent telephone skills and demonstrated experience working with stakeholders
- Possess a collaborative style with respect for diversity
- Intermediate level skills in Word, Excel and Outlook
- Experience with database entry and/or management

*Qualifying social work case management includes direct case work management, such as: assessment, evaluation; conducting investigations of abuse and neglect; preparing court reports; responsibility for a long term caseload, monitoring compliance through home calls and other personal contact; collaboration with other agencies and linking clients to resources and programs; development of a case plan, modification of case plans as needed/required; and authority to impose sanctions or implement actions that impact services.

**Examples of acceptable social or behavioral science courses include: anthropology, criminal justice, education, ethnic studies, history, human development, law, human services, nursing, nutrition, psychology, public health, social welfare, sociology, welfare, women's studies.

While the above requirements outline the minimum qualifications, applicants may be further evaluated for qualifications beyond those listed. Those applicants that are determined to be most highly qualified will be invited to participate in the next step of the selection process.

Licenses and Certifications:

- Possess an appropriate California Driver's License with evidence of insurability

Statement of Qualifications Submission:

For consideration, all interested parties should submit a written Statement of Qualifications to complete this project. The statement should be based on the applicant's professional and logistical qualifications, and their ability to develop a collaborative agency partnership and acquire state, federal, or foundation funding.

Major Duties and Responsibilities:

- Assisting clients in receiving services by telephone and in person.
- Getting clients involved in beneficial activities.
- Assessing clients and gathering relevant information.
- Offering information and supporting clients and their families.
- Contacting and making referrals to other agencies and services.
- Maintaining accurate records and preparing reports.
- Participating in training, supervision, and meetings.
- Watch for signs of child abuse.
- Provide crisis intervention.

Other Duties:

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

TIME REQUIREMENTS

Submission of Qualifications by December 20, 2019.

Following notification, it is expected that the position will start no later than January 6, 2020

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance of the conditions contained in this request for qualifications unless clearly and specifically noted in the proposal submitted and confirmed by the executive director.

The First 5 San Benito reserves the right without prejudice to reject any or all proposals.

Statements of Qualifications may be mailed, or hand delivered and must be received by the Commission office by 12 noon on December 20, 2019. Late statements will not be considered.

Submit qualifications statement to:
Lisa Faulkner
Executive Director
First 5 San Benito
351 Tres Pinos Road, Suite 100A
Hollister, CA 95023

No other location is acceptable for delivery. The Commission is not responsible for delayed or lost proposals that miss the submission deadline.

Submissions should be type-written. There is no page limit requirement, but submissions should be as brief as possible, while providing a clear picture of the applicant's qualifications to conduct the work required.

1. Include a resume or CV for all consultants to be involved in the project.
2. List at least two recent clients or employers to serve as references, with a brief description of the services provided.
3. Include a brief narrative describing your background in the area of administration and the nature of services rendered, your level of expertise as it relates to social work.
4. Applicants may submit a sample of recent work or portfolio, but this is not required.

Selection Criteria

Based on a review of responses to the RFQ, the top ranked firm(s) or individuals may be invited for an interview. Final selection will be made shortly thereafter.

Questions:

Any questions in regards to this RFQ should be submitted in writing to: Lisa Faulkner, Executive Director. Questions may be submitted by email at lisa@first5sb.org or delivered to the address above. Answers to all questions will be provided to all individuals/firms who have requested provided their contact information to Lisa Faulkner, at lisa@first5sb.org for the purposes of receiving further information regarding this RFQ.

Other Information:

- A. First 5 reserves the right to:
 1. Reject any or all submittals.
 2. Request clarification of any submitted information.
 3. Waive any informalities or irregularities in any qualification statement.
 4. Not select any respondent.
 5. Cancel this process at any time.
 6. Amend this process at any time.
 7. Evaluate the qualifications submitted.
 8. Interview respondents prior to award.
 9. Negotiate all final terms and conditions of any agreements entered into.
 10. Issue similar RFP's or RFQ's in the future.
 11. Request additional information during the interview.
 12. Make inquiries as may be necessary to verify qualifications.

- B. Respondents are liable for all errors or omissions contained in their responses.
- C. Respondents will not be allowed to alter submittals after the deadline for submission. First 5 reserves the right to make corrections or amendments to documents due to clerical errors identified in submittals by First 5 or the respondent.
- D. Any and all costs arising from preparation of this RFQ and participation in the selection process incurred by any respondent shall be borne by respondent without reimbursement by First 5.
- E. Respondents assume the risk of the method of dispatch chosen. First 5 assumes no responsibility for delays caused by delivery service.
- F. All qualifications submitted will become public record and subject to disclosure.
- G. The individual/organization submitting an application agrees that by submitting an application, the individual/organization grants authorization for the Commission to verify any or all information and/or references given in the application.
- H. All work solicited from the consultant, including any data collected, any analysis, and any reports prepared by Contractor during the course of any project, in whatever form, shall be the sole property of the Commission.