

## **BSW Title IV-E Child Welfare Program Post-Graduation Requirements**

### **Guidelines for Job Search as listed in the Memorandum of Agreement**

The memorandum of agreement, signed as a condition of receiving a title IV-E stipend award states, in part:

4. “Upon exit from [the BSW program you attended] I agree to seek employment in the area of child welfare in a public (county or state) agency and to accept such a position if one is available and if one is offered within 3 months. If I have not secured approved employment within 3 months after graduation, I also agree to contact the BSW IV-E Student Coordinator at the University of MN to schedule a consultation. I agree to commit to employment in the area of child welfare in a public agency for a period of 4.5 months for each semester I received a stipend.

The guidelines for the job search are as follows:

- a) I agree to register (and document that process) with the Minnesota Merit System and other registration systems as appropriate
- b) The job search is limited to a reasonable distance from your residence
- c) The first priority is to accept a job, if offered, in a county or state child welfare unit, preferably in the state of Minnesota, but other states are acceptable.

If jobs are unavailable in the above-mentioned sector:

- d) The job search should proceed to contracted agencies or tribal social services serving IV-E children.

If jobs are unavailable in this sector:

- e) The job search should be expanded to include schools and community agencies serving IV-E eligible families and children or families and children at risk of out-of-home placement.

Should these positions not be available:

- f) The search may extend to community agencies that serve families and children representing a diverse racial/ethnic population.

\*Note: a tribal social service agency with a Title IV-E Agreement in place (White Earth and Leech Lake have Title IV-E Agreements in place) can be in the first priority tier as employment in the area of child welfare in a public agency.”

## Recommended Steps for Conducting an Acceptable Job Search

- 1) Register with the Minnesota Merit System  
(See <http://www.dhs.state.mn.us/agencywd/merit/>)  
or apply to take the Association of Social Work Boards (ASWB) exam (See <http://www.socialwork.state.mn.us/StudentsSchools/HowtoApplyforaLicensePriorToGraduation/tabid/75/Default.aspx>)
- 2) Obtain copies of the job search documentation template
- 3) Contact all county and tribal social services agencies in at least a 50-mile radius from your residence on a regular basis (once a week is preferable but you may document your contact person's preference for frequency of contact). Make contact with persons in child protection, foster care and adoption units. Document the name and phone number of each person you contact, the date and time of contact, and any information about the contact.
- 4) Frequently check sites where county social service agencies advertise position openings, such as each county's web page (for example: [www.co.carver.mn.us](http://www.co.carver.mn.us))
- 5) Check state and county jobs at <http://www.dhs.state.mn.us/agencywd/jobs/>
- 6) Document availability of jobs by printing all web pages you have viewed with each date you have viewed the web page, and attach to documentation of your job search.
- 7) Read all area newspaper job advertisements and indicate on your job search documentation whether there were any positions advertised that meet the title IV-E employment requirement.
- 8) Apply for all positions which meet the definition of "employment in the area of child welfare in a public (county or state) agency". Include copies of your cover letter or application in documentation of your job search. Job search documentation should also include letters you receive back from the agency regarding your application.

If you are offered employment in the area of child welfare in a public (county or state) agency, send a completed "Confirmation of Child Welfare Position" to the BSW Title IV-E Program Coordinator.

If you do not find a position in the area of child welfare in a public (county or state) agency in the first three months after you were graduated, then you may accept a position at a different tier level. If you have questions about what will qualify contact the BSW Title IV-E Program Coordinator, Liz Snyder at 612-626-3831 or 1-800-779-8636.

## Frequently Asked Questions

### **What do I do if I have not secured approved employment within 3 months after graduation?**

- 1) Submit documentation of your job search efforts to the attention of the BSW Title IV-E Program Coordinator at the University of Minnesota School of Social Work located at 1404 Gortner Avenue, St. Paul, MN 55108.
- 2) Contact the BSW Title IV-E Program Coordinator, Liz Snyder, at the University of Minnesota School of Social Work to schedule a consultation and review of your job search documentation at (612) 626-3831 or 1-800-779-8636.

### **What should I do if I am unsure whether a position meets the definition of an approved employment setting?**

Consult with the BSW IV-E Program Coordinator at the University of Minnesota School of Social Work prior to accepting the position. Continue job search efforts during any consultation period.

### **I understand the intent of the Title IV-E BSW Child Welfare Program is to address the needs of non-metro counties for social work-educated child welfare service workers, in particular. Does this mean I am restricted to accepting employment only in non-metro counties?**

No, you are not restricted from accepting a county child welfare position working with title IV-E children in a metro county.

### **When should my job search start?**

You may start your job search at any time before graduation. It is strongly recommended that you begin your job search before graduation. Whenever you begin your job search however, you must continue to search for a position in the area of child welfare in a public (county or state) agency and to accept such a position if one is available and if one is offered, for at least 3 months after you are graduated.

### **When can I start searching for jobs at a different tier level as listed in the memorandum of agreement?**

You may start searching for jobs at all tier levels at any time, however, regardless of when you start your search, you must show evidence that, for a minimum of three months after your date of graduation, you have conducted a rigorous search for a position in the area of child welfare in a public (county or state) agency.

If you do not find a position in the area of child welfare in a public (county or state) agency in the first three months after you were graduated, then you may accept a position at a different tier level.

**For additional questions please contact Liz Snyder, BSW Title IV-E Program Coordinator at the University of Minnesota at 612-626-3831 or 1-800-779-8683.**