Child Welfare Scholars

Job Search Documentation Form Instructions

Please complete the Job Search Documentation form and submit the form and documentation through your Google folder after completing each 3-month Tier job search.

Note:

- Child Welfare Scholars are required to apply for ALL available public and tribal child welfare positions within a 50-mile radius of their home address. There are several web pages that provide the information. Here is one of them: https://www.mapdevelopers.com/draw-circle-tool.php

- Evidence of registration with the merit system within the first month after graduation is required if relevant in your search. The Minnesota Merit system can be found here: https://mn.gov/dhs/general-public/about-dhs/employment/

- All job search activities must follow the guidelines below and have attached documentation in order to be considered rigorous. Job searches that are not rigorous may be extended.

Tier 1 Job Search – Month 1-3

- Your job search begins on the first day of the month following the date which your degree is conferred. A minimum of two activities per week are required for the first 3 months of your job search for a position in tribal and public child welfare as defined through Title IV-E.

- Typically, these are in foster care, adoptions, child protection, or a combination of those. If you have any questions about whether a specific job qualifies as a Tier 1 position, please contact **umdcwscholars@d.umn.edu** .

- If you have not obtained a Tier 1 position after a 3-month job search, submit the job search form and all documentation through your Google folder and continue toTier2.

Tier 2 Job Search - Month 4-6

- Continue to search for Tier 1 positions and expand your search to include contracted agencies providing Tier I services and tribal and public child welfare agency services not included under Tier 1 (e.g. parent support outreach, family support services, children's mental health, minor parent, post adoption).
- The priority is always to secure a Tier 1 position.
- Continue to list your efforts on the job search form and include a minimum of six activities per month.
- If you have not obtained a Tier 2 position after a 6-month job search, submit Tier 2 job search form and all documentation to **umdcwscholars@d.umn.edu**.

Job Market Analysis

Each March the state will review the status of the child welfare/child protection job market. The state will make one of two determinations, either a high vacancy job market or a low vacancy job market will be predicted.

- If a high vacancy market is predicted, meaning many vacancies in tier one positions are anticipated, a staggered job search will be required. This means students will be required to submit a rigorous 3 month search for tier one positions. After completing a 3 month tier one job search in which a student does not secure a tier one child welfare position, graduate students will then be allowed to search for and accept a tier two position during their second 3 month job search. Undergraduate students are not required to do a second 3 month job search.

- If a low vacancy market is predicted, meaning few vacancies in tier one positions are anticipated, a concurrent job search will be allowed. This means that graduate and undergraduate students may search concurrently for both tier one and tier two positions during their initial 3 month search period. Graduate students will be required to complete a total of six months documenting a rigorous concurrent search (unless eligible employment is secured prior to the end of the required search period).

Job search activities

The following are ideas for job search activities – this list is not exhaustive but to be counted as an activity, you need to actively engage with your search (e.g. receiving an email is not considered a valid activity, but acting on the email is considered valid)

1. Register with the Minnesota Merit System Although not all counties hire through the merit system, many do and we require that you register within the first month of your job search if this applies to you
2. If you plan to reside in the Metro Area, these counties do not use the Minnesota Merit System. Be sure to check individual county websites daily for employment postings.
3. Determine all of the counties and tribes within a 50-mile radius of the home you plan to establish after graduation.
4. If you plan to become licensed, apply to take the Association of Social Work Boards (ASWB) examination.
5. Use LinkedIn, Facebook or other social media as part of your search.
6. Network! Attend job fairs, workshops, career services. Have coffee or a meal with a person who can help you. Volunteer at a local agency or shadow a social worker.

Job Search Documentation

***Remember that all activities must have attached documentation in order to be considered rigorous*.
Please number all of your documentation pages and record page numbers on the job search forms!

1. Print a screenshot of the website you have viewed with the date stamp on the bottom of the page.
2. Attach a copy of the cover letter/application/email you wrote in applying for any positions. Include letters/emails you receive from the agency in response to your application.
3. If you receive an interview, document the date time and location of the interview on the job search form, as well as the names of individuals with whom you interviewed.
4. If you use LinkedIn, Facebook or other social media, print a screen shot of the activity with a date stamp on the bottom of the page.
5. If you attend job fairs, workshops or career services, attach a copy of the brochure, flyer, or service you received or a copy of the business card(s) of the individuals with whom you spoke.
6. If you engaged in networking coffees or meals, attach a copy of the business card of the person with whom you met.
7. If you volunteered at a local agency, submit a signed record of your volunteer hours.
8. Read all newspapers for your areas and make a copy of the advertisements relating to the position.

Accepting a position

1. If you are offered a position in public or tribal child welfare, you are required to accept it as per your Memorandum of Agreement. Complete the *Confirmation of Child Welfare Employment Form*, found on the UMD website, and submit it to **umdcwscholars@d.umn.edu** to inform the Social Work Dept. of your status change.
2. If you are not offered a position after you have completed a valid and thorough job search, contact **umdcwscholars@d.umn.edu** to complete the job search process.

If you have any questions about which employment opportunities may or may not qualify under Title IV-E, please contact **umdcwscholars@d.umn.edu** .