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Social Work Job Search Resources

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Social Work Job Search Resources

Section 1: Introduction

This short, concise document is designed to assist social workers who are conducting a job search. The goal is to provide an overview of job search resources that will facilitate the search, whether it is the individual's first or final search. This document **does not** offer a comprehensive list of resources, because the social work profession is very broad and resources are best chosen to fit each job seeker's professional goals. However, this document does provide many useful resources, such as job search related books and websites, professional associations and organizations; frequently used websites with job listings (many specific to social work), publications and newsletters, and social work staffing agencies.

Whatever the reasons for the current job search, the job seeker is well-advised to create a plan of action and to implement it in a consistent and dedicated manner. While a job search can be challenging, finding just the "right" match is well worth the time and effort. The reader can find information regarding *Social Work Job Search Strategies* on the NASW-California Chapter website at www.naswca.org under the "Career Center" tab. This document provides information related to preparing for the job search, identifying and overcoming common obstacles, creating a viable job search plan, engaging in effective networking activities, and developing marketing tools (cover letters, resumes, etc.).

All job seekers bring their own unique set of qualifications, expertise, experiences, and career goals to the job search; consequently, they must first objectively assess their skills and determine their strengths and weaknesses. These documents and resources can help build and expand job search skills and strategies.

NASW California Career Center

The following documents (PDF) can be viewed and/or downloaded from the NASW-California website at www.naswca.org under the "Career Center" tab.

- Financial Aid Resources for Social Work Education. (PDF)
- Social Work Job Search Strategies. (PDF)
- Social Work Job Search Resources. (PDF)

The NASW-California website also offers information about upcoming conferences, local and regional events, social networking sites, licensing in California, social action issues, and much more. Additionally, ten issues of the NASW-CA newsletter are posted on the chapter's website and often feature job announcements.

NASW National Career Center

The national office in Washington, DC offers a comprehensive career center with nationwide job listings, the ability to post a resume, a library of information related to job search, as well links to additional resources. Visit <http://careers.socialworkers.org/>.

On the national NASW website, visitors can find a social work blog, social work chat room, information related to credentials, specialty practice sessions, social networking sites, free lunchtime webinars, and links to all NASW state chapters. Visit www.socialworkers.org.

Other NASW website: www.socialworkportal.org and www.helpstartshere.org

Section 2: Job Search Guides and Resources

A. Books

The following books are just a few of the many possibilities. This short list is designed to serve as a starting point for those interested in learning more about successful job search strategies. Readers are strongly encouraged to visit local public or university libraries and bookstores to read and review different books to gain a better overview of strategies and resources.

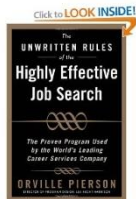
Reader Notation: The inclusion in this document is not an endorsement... books; websites, organizations, etc. are provided only as suggestions



A Handbook for Job Hunting and Career Planning, 2nd Edition Author: Carol Nesslein Doelling

This book is available through the NASW Press (www.naswpress.org) and provides information related to social work career management; job search, strategies for researching the job market and networking, tips on writing resumes, etc.

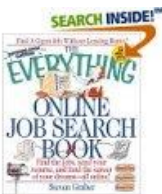
The following books can be found on Amazon.com (www.amazon.com) and other websites:



The Unwritten Rules of the Highly Effective Job Search: The Proven Program Used by the Worlds' Leading Career Services Company By Orville Pierson



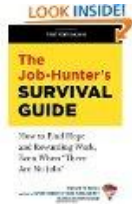
The Online Job Search Survival Guide By Sherrie Ann Madia and Paul Borgese



The Everything Online Job Search Book: Find the Jobs, Send Your Resume and Land the Career of Your Dreams- All Online! By Steven Graber



Let's Connect: A Practical Guide for Highly Effective Professional Networking By Jan Vermeiren



The Job-Hunter's Survival Guide: How to Find Hope and Rewarding Work, Even When "There Are No Jobs"

By Richard N. Boles.

B. Free Online Job Search Guides

www.jobhuntersbible.com

www.job-hunt.org

www.jobstar.org

www.rileyguide.com

www.quintcareers.com

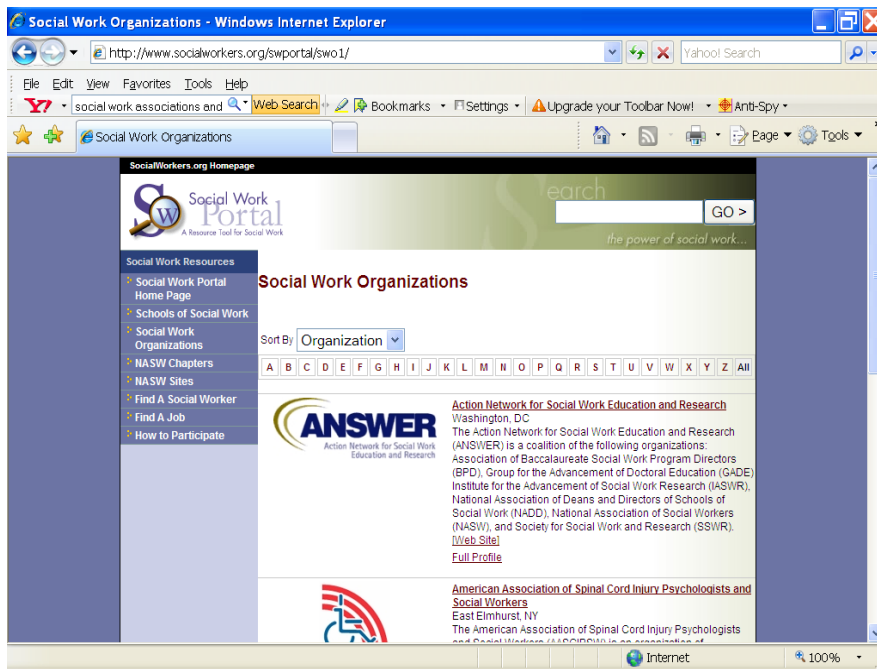
Section 3: Websites Related to Job Search

A. Social Work Associations and Organizations

Social work associations and organizations are valuable resources because they can help the job seeker to connect and network with other like-minded professionals, learn about specialized knowledge and skills, and access listings of available jobs and related resources.

One valuable resource is the National Association of Social Workers website, which offers a social work portal that provides information and links to schools of social work, specialty social work organizations, and NASW state chapters. As indicated by the screen shot below, organizations are listed in alphabetical order with a brief description and web link.

Website: www.socialworkers.org/swportal/swo1/



The reader may not be surprised to learn that there doesn't seem to be just one comprehensive list of all social work associations and organizations and that it is best to use several of the better websites to ensure that readers become aware of as many as possible. As mentioned previously, the job seeker has much to gain by being knowledgeable about the websites most closely related to their specific career or job goal. This type of research often provides even seasoned social workers with new information and resources that can be helpful in the job search and throughout their career.

Creating an easily accessible, easily revised list of websites to visit regularly during the job search is very helpful.

B. California Labor Market Information and Career Center

Another valuable resource is the California Labor Market Information (LMI) website where one can create an occupational profile specific to one or more job titles, as well as specific geographic locations. The following profile was created for someone looking for a medical social work position in San Diego County. This report gives the median salary range, employment projections, and the top 15 industries hiring for this occupation in San Diego along with statistics for the entire state. This

information can be helpful in learning about the number of jobs available, negotiating salaries, and targeting certain industries over others.

To create an occupational profile specific to your job search simply visit the website and click on the link titled **“Create an Occupational Profile”**.

Website: www.labormarketinfo.edd.ca.gov



This California LMI website also has a career center for job seekers where they can look for job openings based on a job title and zip code. As shown in the left-hand column of the screen shot below, simply click on the “Find Job Opening” or “Find Employer” links to create a customized listing of available jobs in the area(s) choice. As with all job search sites, it takes the visitor a little bit of practice to efficiently utilize this website. Most job seekers find each of the job search sites to have distinct advantages and disadvantages.

Website: www.labormarketinfo.edd.ca.gov/?PAGEID=3



C. Researching and Negotiating Salaries

It is difficult to assign a definitive range to social work salaries because salaries vary depending on many factors, some of which are listed below:

1. The type of degree (BSW, MSW, DSW, or PhD).
2. The years of professional experience.
3. The area of expertise (for example: forensic, medical, school, child welfare, addictions, etc.).
4. The type of employer (for-profit, non-profit, government, university, etc.).
5. The type of social work license, certification, or credential one possesses.
6. The geographic location, urban or rural settings, overall economy, etc.
7. The ability to sell or market one's self as the perfect match for the job.
8. Offering special skills or expertise, such as being bilingual, holding state specific credentials or multiple licenses, etc.

Because there are so many variables, job seekers are strongly advised to do research based on their specific background and interests. There are several websites that give information about salaries based on job title, degree, years of experience, and geographic location. As pointed out before, all of these websites are set up differently and generally offer slightly different information. Consequently, the job seeker is advised to take time to investigate each site.

Monster Salary Center

Using the Monster Salary Center, visitors can research salaries based on their degree, their professional license, area of specialty, and the desired geographic location.

Visit <http://salary.monster.com/>.

Career Builder Salary

Using the Career Builder Salary website, visitors can research salaries based on the area of specialty and the desired geographic location.

Visit <http://salary.careerbuilder.com/>.

Pay-Scale.com

Using this website, the reader can research salaries and do a comparison by state and city.

Visit www.payscale.com.

California Labor Market Information

As highlighted in the section above, another valuable resource for salary information is the California Labor Market Information (LMI) website where one can enter the job title and the specific location and learn about the median salary range, as well as the outlook for future job availability, i.e.; the expected growth in that specific geographic region.

Visit www.labormarketinfo.edd.ca.gov/.

While some social workers may feel uncomfortable negotiating salary and benefits, it is time that social workers balance best business practice with social work values. One way to do this is to research and practice negotiating. Fortunately, there are many books and other resources related to how to negotiate. There are two key factors that are well known but often ignored: (1) wait to talk about money and benefits *until after* you are offered the job; (2) take time to think about what is offered (at least 24 hours); and, (3) if possible, develop a well-thought out and reasonable (based on current economy and employment standards) counter offer.

D. Job Search Websites

As mentioned at the beginning of the document, **this is not a comprehensive** list of potential websites listing jobs. It is also important to note that website addresses tend to change and some disappear altogether. The websites listed in this document have been utilized by social workers seeking different types of jobs, in a variety of settings. It is up to the individual job seeker to take this list and add, expand, and revise it to suit his/her personal needs.

Remember, each of these sites is set up differently and generally takes a few times for the visitor to figure out how to best utilize the site. Be patient, after a couple of weeks, the visitor becomes a pro at learning how to use the sites and checking the listings in a shorter and more efficient manner.

Important: Inclusion in the lists does not indicate NASW endorsement. Visitors must determine for themselves the usefulness of any and all websites or resources listed in this document.

1. Social Work Specific Job Listings

American Public Human Service Association <http://aphsa.careerwebsite.com>

CA Dept. of Health Care Services (Mental Health Services)
<http://www.dhcs.ca.gov/services/Pages/MentalHealthPrograms-Svcs.aspx>

California Dept. of Social Services <http://www.cdss.ca.gov/cdssweb/PG13.htm>

Clinical Social Work Association <http://www.clinicalsocialworkassociation.org>

Council on Social Work Education www.cswe.org/About/25922.aspx

Federal Jobs for Social Workers www.gogovernment.org

Government Jobs	https://www.governmentjobs.com/
Idealist	http://www.idealist.org/
iHireMentalHealth	http://www.ihirementalhealth.com/jobs
Mental Health America	http://careers.mentalhealthamerica.net/jobs
Mental Health Jobs	www.mentalhealthjobs.com
National NASW Career Center	http://careers.socialworkers.org/
Opportunity Knocks	www.opportunityknocks.org/JobseekerX/
Socialwork.com (Career Builder)	www.socialwork.com/
Social Work: Social Service Jobs	www.socialservice.com/
Social Work Job Bank	www.socialworkjobbank.com/
Social Work Today Job Bank	www.socialworktoday.com/job_bank.shtml
Society for SW Leadership in Healthcare	www.sswlhc.org/html/careers.php
The New Social Worker Online	www.socialworker.com/home/index.php
All Therapy Jobs	www.alltherapyjobs.com/
Veterans Admin (VA) Social Work Jobs	www.socialwork.va.gov/

2. **General Job Listings**

Including social work, social services, etc.

About.com—Jobs and Careers	www.about.com/careers/
AARP (50 and older) Career Center	www.aarp.org/money/work
California Counties Websites	www.csac.counties.org
CA Employment Development Dept.	www.edd.ca.gov/
CA Society of Association Executives	www.calsae.org/home
CA State Personnel Board	www.spb.ca.gov/
CA Dept. of Corrections & Rehab	https://jobs.ca.gov/Public/JobSeekers.aspx
Career Builder	http://careerbuilder.com
Craigslist	http://geo.craigslist.org/iso/us/ca
Indeed	www.indeed.com/
Monster	http://jobsearch.monster.com/
Navy Career Center—Health Care	www.navy.com/navy/careers.html

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| Real California Jobs | www.realcaliforniajobs.com/ |
| Simply Hired | www.simplyhired.com/ |
| USA (Federal) Jobs | www.usajobs.gov/ |
| 3. Health Care Related Websites | <i>Including social work, mental health, etc.</i> |
| American Case Management Assoc | www.acmaweb.org/section.asp?SID=13 |
| Health Jobs Start Here | www.healthjobsstarthere.com/ |
| Kaiser Permanente | www.kaiserpermanentejobs.org |
| Pathways Home Health and Hospice | www.pathwayshealth.org |
| University of CA Davis Medical Center | www.ucdmc.ucdavis.edu/hr/ |
| Veterans Admin (VA) Social Work Jobs | www.socialwork.va.gov/ |
| Jobs in Healthcare, Medicine, & SW | www.quintcareers.com/healthcare_jobs.html |
| 4. Education Related Jobs | <i>Includes social work, etc.</i> |
| California Schools | www.edjoin.org |
| California Community Colleges | https://www.cccregistry.org/jobs/index.aspx |
| California State Universities | https://csucareers.calstate.edu/ |
| University of California | http://jobs.universityofcalifornia.edu/ |
| 5. Non-profit and International Jobs | |
| Charity Careers—UK | http://careers.guardian.co.uk/charity-careers |
| International Federations of SW | www.ifsw.org/p38000336.html |
| Non-profit Jobs | www.nonprofitjobs.org/ |
| Not-profit Careers | www.nonprofitcareer.com/ |
| Opportunity Knocks | www.opportunityknocks.org/JobseekerX/ |
| 6. Job Search Resources for Those Over 50 | <i>Websites, Articles and Books</i> |
| | <ul style="list-style-type: none"> • www.quintcareers.com/older_worker_tips.html • www.seniorjobbank.org/ • www.retirementjobs.com/ • www.job-hunt.org/onlinejobsearchguide/article_jobsearch_over_50.shtml • www.workforce50.com/ |

- www.aarp.org/work/
- www.job-hunt.org/guides/Job-Hunt-AARP-Over-50-Resume-Kit.pdf
- www.job-hunt.org/guides/Job-Hunt-job-networking-for-introverts.pdf
- www.workforce50.com/content/books-we-recommend/books-we-recommend.cfm

7. Social Work Staffing Agencies

Delta-T

Delta-T refers licensed and non-licensed professionals of varying degree and skill levels in the fields of social services, psychiatry, mental health, addictions treatment, allied therapies, radiology and pharmacy. The company's primary customers are hospitals, community mental health centers, outpatient treatment facilities, and residential homes.

Website: <http://delta-tgroup.com/>

DRG Staffing

DRG Staffing assists MSWs and LCSWs in finding positions in clinical social work, discharge planning, home health and hospice care, adult day health, case management, and training. Placements may include rehabilitation hospitals, pediatric units, emergency departments, clinics, etc.

Website: <https://www.drgstaffing.com/social.html>

Social Work p.r.n.

Social Work p.r.n. is a professional social work company that offers innovative products and services designed to meet the changing needs of social workers. Social Work p.r.n. offers a variety of social work products and services including: social work staffing, permanent placement, supervision, training and education, consultation, and franchising opportunities. Settings served include medical and behavioral health care hospitals, addiction treatment centers, outpatient, partial hospitalization and day treatment programs, family and children service agencies, employee assistance programs, managed care companies, government agencies, long-term care facilities, rehabilitation centers, HMOs, hospice, home health agencies, schools, community service providers, residential facilities, etc.

Website: www.socialworkprn.com

Section 4: Publications and Newspapers

A. Local and Regional Newspapers

Over the last past few years, there are fewer and fewer job announcements listed in the local and regional newspapers as everything moves to the Internet. In most cases, a job seeker can view job listings for a local newspaper online. For example, if you do a search for the *Sacramento Bee* classified jobs, the web opens to Careerbuilder.com where the *Sacramento Bee* has chosen to post jobs.

B. Association Newsletters and Publications

Most professional associations provide their members with newsletters and other publications that have job advertisements. However, generally one must be a member of that association to receive publications or have access to jobs listings. As stated early in this document, belonging to and being involved in professional associations (directly related to one's career goals) is a very good investment before, during, and after a job search. The websites that offer lists of social work associations are found on pages four to six of this document.

Examples of Association Newsletters

NASW National News

Emailed to members and available at www.socialworkers.org under "Publications."

NASW California News

Emailed to NASW-CA members and available at www.naswca.org under "Newsletter."

Social Work Today Magazine

Available at www.socialworktoday.com