Child Protective Services

October 11, 2011

El Dorado County Board of Supervisors John R. Knight, District 1 Supervisor 330 Fair Lane Placerville, CA 95667

Director

Re: First 5 Commission Application

Dear Mr. Knight:

Enclosed, please find my application in consideration for the First 5 Commission appointment as a representative of the Department of Human Services. As a professional who has served over twenty years in the Child Protective Services arena I was honored when I was asked to give consideration in representing the Department on the commission.

In my professional role as a social worker I have worked diligently through out my career to involve myself in community and state organizations to better service clients. I recognized early on that the voice of the client is best served in an active leadership role in conjunction with my current assignments whether it was as a line Social Worker, Supervisor, Manager, and now as a Program Manager II responsible for the operations of Child Welfare in El Dorado County. I have had the pleasure of presenting before the BOS on departmental related matters designed to educate members of the board on issues facing the agency and this County. I take an active role in the development of community partnerships as it relates to the services we provide to our clients in our community. I believe that the contributions I could make in continuing this collaboration on the commission will enhance, services to, clients we all serve.

I have a realistic over all understanding of the economic challenges facing Child Welfare and continue to strive in developing new and different strategies through partnerships in finding ways to fill the gaps that exists for those clients who remain in need. The role I play with in our Department is backed with commitment in meeting the needs of our community while striving for transparency as we face public scrutiny in the child welfare industry. Equally important to the contributions I believe I can make to the commission is what I have to learn from future partnerships that will be formed from my involvement in this process to better serve the public.

In the end, whether or not my application moves forward for further consideration as a member to this commission, I just appreciate being given an opportunity to represent a voice for our clients, especially our most vulnerable children who come under the care of our Department. If at any time during this process you would like to meet with me to further discuss my qualifications, I would be happy to do so.

Again, thank you in advance for reviewing my application for consideration to the First 5 Commission appointment.

Sincerely,

Mark S. Contois, MSW Program Manager II (530) 642-7205

cc: file

#### **APPLICATION FOR COUNTY OF EL DORADO BOARD, COMMISSION, OR COMMITTEE**

Return to: Clerk of the Board of Supervisors **County Government Center** 330 Fair Lane, Placerville, CA 95667 e-mail: edc.cob@edcgov.us

#### **DATE RECEIVED**

Copy to Su	pervisor - I	District	/

INSTRUCTIONS: Please complete each item below. Be sure to enter the title of the Board, Commission, or Committee (only one per application please) for which you desire consideration. For more complete information or assistance contact the Clerk of the Board of Supervisors' Office. This application shall be maintained for a

1.		ission Applying for:		Ty to me a new approacher.	2. Today's Date:
First 5 Commission				10/25/2011	
	Name:	51011			4. E-Mail Address:
ا.	Contois		Mark	Steven	mark.contois@edcgov.us
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5.	Last Address:		First	Middle	6. Telephone:
	3057	Briw Road			(530) 642-7205
	Number	Street			Home
	Placerville		9	95667	Tiome
	City	art transferent frjestigen plantastet systematiken en den franske sammen produktioner og det en en en en en en	······································	ip Code	Business
7.	Occupation	Title:			Employer:
Pro	gram Manag	jer II			El Dorado County Department of Human Services
8.	List all Coun	ty board, commissio	ns or committees	of which you are now	or have been a member. Indicate dates of service.
Sec	e Resume			•	
	7110001110				
9. Summary of qualifications related to group(s) listed above. (What experience or special knowledge do you bring to your area of interest?)					
I have been employed in the Child Protective Services Division since 1989. Through out my career I have served on State and local community committee's specific to Child Protective Services as it relates to the development of community partnerships designed to serve our population.					
10.	Affiliations v	vith professional and	d/or community g	groups:	
Attend Child Welfare State Committee Meetings monthly, attend and participate on local partnership meetings as it relates to services specific to clients served by our agency, County Self Assessment, State PQCR Committee,					
11.	Why do you	seek appointment?	· · · · · · · · · · · · · · · · · · ·		
I have over twenty years of public child welfare and community based experience as it relates to providing services to children, youth, and families. I believe that my professional experience over the years in relationship to my current position with in DHS to include working with community partners can contribute to the mission, goals, and values of First 5.					
12.	community	oformation: Give any organization membe Attach additional sh	rships, or person	al interests that bear o	ons, experience, training, education, volunteer activities, on your application for above Board, Commission, or
See Attached Letter					
Johi	n Knight	ervisor who will rece		• •	
Appointees to Boards, Commissions or Committees are not considered to be County employees for purposes of benefits, such as					
Workers Compensation, health insurance, etc.					
Mark X. Ponts SIGNHERE October 11, 2011					

REVISED 1/6/2011 11:55 AM

Signature of Applicant

You can save this completed application and attached to an email and send to edc.cob@edcgov.us

**Clear Form** 

Spell Check

### Mark S. Contois, MSW

**OBJECTIVE:** 

Social Services Management Position.

**SUMMARY:** 

Hands-on experience in the social services area.

Three Years Management Experience

Eighteen Years Experience in the social services field

**EDUCATION:** 

Master's in Social Work

CSU San Bernardino, June 1999

San Bernardino, CA

Bachelor's in Social Work

University of Montana, May 1987

Missoula, Montana

**EXPERIENCE:** 

El Dorado County Department of Human Services

Program Manager II (Oct 07' to Present)

Reports directly to the Assistant Director.

Manages all operations of Child Protective Services to include directly

supervising five Program Manager's in the management of 340

employee's agency wide.

Responsible for handling all confidential personnel

Assistant Director (April 25, 2009-July 18, 2009)

Under general direction of the Health Services Agency or Human Services Department Director assists in the planning, administering, managing, and monitoring of the services for the Health Services Agency or Human

Services Department; and does related work as required.

#### Program Manager II (Oct 07' to Present)

Manage and directly over see all operations of Child Protective Services and report to the Assistant Director. Supervise 4 Program Manager I's who over see and manage approximately 60 direct reports. Monitor and manage complex budgets, reports, and projects as assigned by the Assistant Director/Director. Prepare/conduct presentations when assigned to the Board of Supervisor's and/or community partner's. Conduct on going Quality Assurance Reviews to ensure compliance with State and Local Practice. Act as community liaison. Personnel Investigations

#### Program Manager I (2005-Oct 07')

Manage and directly over see all operations of Child Protective Services and the Welfare Fraud Unit. Supervise 5 supervisors and over see 60 employees's who provide direct services to clients. Supervise a Special Investigation Unit comprised of four law enforcement personnel who investigate Welfare Fraud. Monitor and manage complex budgets, reports, and projects as assigned by the Director. Conduct on going Quality Assurance Reviews to ensure compliance with State and Local Practice. Act as community liaison. Personnel Investigations

## Acting Public Guardian (2004-2005)

The public Administrator investigates and administers the estates of persons who die with no will or without an appropriate person to act as an administrator. The Public Guardian serves as the legally appointed conservator for persons found by the Courts to be unable to take care of themselves

## Social Worker Supervisor/Adult Protective Services (2002-2004)

Provide direct supervision to social work staff that is charged with the responsibility for investigating allegations of abuse and providing services to dependent and elderly clients. Hiring staff/dealing with all personnel related issues. Community Liaison. Public/Media Presentations

## Social Worker IVB (2000-2002)

Line Social Worker in the Emergency Response Unit Investigated allegations of Child Abuse Prepare legal reports for the court Provide community based trainings to Mandated Reporters and other community based partners regarding Child Abuse and Neglect

# San Bernardino County Department of Social Services Social Service Practitioner (1989-1999)

Line Social Worker in the Emergency Response/On Going Unit Investigated allegations of Child Abuse and Prepare legal reports for the court

Special Assignment to the Director/County Counsel on Death Related Cases

Conducted Community Based Trainings on Child Abuse and Neglect