

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE
announces **OPEN COMPETITIVE EXAMINATION FOR**

**STAFF SOCIAL WORKER
EXAM #67142**

<u>Date Issued</u>	<u>Date of Examination</u>	<u>Last Filing Date</u>
January 19, 2012	March 17, 2012	February 16, 2012

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be postmarked by the last filing date or you will not be approved to take the examination. Send your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order.

******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: Delaware County Mental Health Clinic, One Hospital Rd. Walton, New York 13856

SALARY: \$47,370 - \$53,326

DUTIES: Incumbent provides clinical social work services to patients of the Mental Health Department. These duties require the performance of clinical social work in helping patients with social, emotional and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to improve his adaptive functioning. The Staff Social Worker functions under the direction of a Supervising Social Worker or Sr. Staff Social Worker who may define or limit the work to be performed. Employees in this class are expected to collaborate with the professional personnel of agencies in or outside of the community as needed to provide quality care for the patient. Does related work as required.

MINIMUM QUALIFICATIONS: Master's degree in social work from a graduate school of social work approved by the New York State Department of Education, and possession of a professional license and current registration issued by the New York State Education Department in Licensed Master Social Work (LMSW) at time of appointment. Incumbents are required to obtain licensure as a Licensed Clinical Social Worker (LCSW) through the New York State Education Department as soon as they are eligible.

Candidates claiming college credits MUST submit a copy of their official transcript(s). Candidates must provide a copy of their license to practice social work.

NOTE: Applicants who have not received a Master's Degree in social work by the last filing date but who are working toward a Master's Degree and expect to receive their degree in May or June may be admitted to the exam conditionally pending receipt of their degree. In order to be admitted to the exam conditionally, applicants must submit, with their application, a statement from their school indicating that they are currently enrolled in a course leading to a Master's Degree in social work and the date the applicant is expected to receive their degree. It is expected that the results of the exam will be known in June or July and the eligible list will be established soon after. However, results may be known sooner. In order to be placed on the eligible list, applicants must have received their Master's degree at the time the eligible list is established. Applicants will not be added to the list after it has been established. **APPLICANTS MUST PROVIDE THE DELAWARE COUNTY PERSONNEL OFFICE WITH DOCUMENTATION OF RECEIPT OF THEIR MASTER'S DEGREE.**

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department before the close of business on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received after the Application Deadline and are not received in the Personnel Department by the Application Deadline will not be accepted.

Candidates who do not have a license to practice social work in New York State will not be certified for appointment until a copy of their license has been received by the Delaware County Personnel Office. THEREFORE, AS SOON AS YOU RECEIVE YOUR LICENSE, A COPY MUST BE SENT TO THE DELAWARE COUNTY PERSONNEL OFFICE, ONE COURTHOUSE SQUARE, SUITE #2, DELHI, NEW YORK 13753.

RESIDENCY REQUIREMENT: Candidates must have been residents of Delaware County or contiguous counties for at least four months immediately preceding the examination date. **NOTE:** Agencies have the priority to appoint an eligible from their own jurisdiction first.

A guide "How to Take a Written Test" is available. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, 1 Courthouse Square Suite #2, Delhi, New York 13753 (607-746-2318) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Characteristics and problems of individuals with mental illness: These questions test for knowledge and understanding of the symptoms, causes, characteristics, and treatment approaches associated with mental illness.

2. Developing & implementing treatment in a social work program: These questions test for knowledge, understanding, and ability to apply social work concepts, theories, principles, and practices in a mental hygiene program which provides services to clients who have various mental hygiene conditions such as mental illness, developmental disabilities or addiction. Questions may cover such topics as assessment, development, and implementation of treatment; coordination of treatment; evaluation of treatment; coordination of services; social work standards; roles of treatment team members; individual, family, and group counseling; community services; behavior management; crisis intervention; and patient/client advocacy.

3. Individual and group counseling: These questions test for knowledge and understanding of the principles and practices of individual and group counseling. Questions may cover such topics as establishing, maintaining, and terminating client/counselor relationships; organizing and facilitating group counseling; recognizing, interpreting, and responding to individual and group behaviors; and assessing the effectiveness of counseling.

4. Preparing written material: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

NOTICE TO CANDIDATES: Unless otherwise notified, you are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices **are prohibited**. You may not bring books or other reference materials.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for the delivery, from this office by the postal system, of exam announcements or other material relating to the exam.

CROSSFILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, YOU must make arrangements to take all the examinations at one test site. If you have applied for an examination, in another County or City, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City and make arrangements to take both exams at either our test site or theirs. You must make these arrangements with our office no later than the last filing date indicated on this announcement. If you have applied for a State Civil Service examination scheduled to be given the same date as this exam, you must make arrangements with the State to take this exam at a State examination center by calling 518-474-6470 no later than two weeks before the test date. You must also advise our office in writing, by the last filing date contained in this announcement, that you intend to take this exam at a State exam center. Please note that State exams cannot be given at our test site.

If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you MUST call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law.

As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion examinations or current eligibles on promotion eligible lists are specifically exempted from the provisions of this Chapter.

*****Religious Accommodation***** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons***** If special arrangements for testing are required, please indicate this on your application.

*****Active Duty Military Personnel***** Pursuant to Section 243b of the Military Law, applicants who are unable to take this examination on the regular exam date because of active military duty may be eligible to take a special military makeup exam. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

*****Veterans or Disabled Veterans***** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

*****Children of Firefighters and Police Officers Killed in the Line of Duty***** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE
TEDDIE STOREY, PERSONNEL OFFICER