

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com

Please Post Conspicuously



Administration of an exam does not imply a vacancy exists

Issue Date: 12/22/11
County #2752

Columbia County Civil Service Commission announces
an open competitive examination for:

Psychiatric Social Worker #68390

Date of Examination: March 17, 2012

Last Filing Date: February 13, 2012

Filing Fee: Fee for this examination is \$15.00
PERSONAL CHECKS ARE NO
LONGER ACCEPTED
(See reverse side for instructions)

Vacancy: The eligible list established from this
examination will be used to fill
vacancies as they occur in the
Columbia County Department of
Human Services only.

Residency Requirement: Candidates must be a resident of Albany, Columbia,
Dutchess,
Greene, Ulster or Rensselaer
County for four months prior to the
date of the examination.
*(Preference in appointment may be given
to Columbia County
Residents. Civil Service Law #23, Sub.
Paragraph 4A)*

Salary: 2010 Salary Schedule Grade 19B *
\$50,638.00 - Step 1 (starting salary)
\$53,617.00 - Step 2 (completion of 1st yr.)
\$55,595.00 - Step 3 (completion of 2nd yr.)
\$59,574.00 - Step 4 (completion of 3rd yr.) Grade Rate

**Salary subject to wage increase in 2012 per CPI with a minimum
increase
of 2.50% and a maximum increase of 2.75%*

Duties of the position: Provides leadership and independent professional activity related to the
clinical aspects of a community mental health program through psychiatric social work services. Performs
psychotherapy, counseling, crisis intervention and assessment in difficult situations which require

substantial independent judgment and evaluates the need for psychiatric hospitalization of their mental health services. The duties may include the supervision and training of assigned subordinate personnel. Does related work as required. Typical work activities are participates in counseling and psychotherapy of individuals, groups and families (children and adults); Participates in "on call" emergency system and in case management with other staff members; participates in clinical evaluation of patients and staff conferences for diagnosis and recommendation of treatment of patients; writes reports, case studies and maintains records; advances the community mental health program by disseminating the information

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through educational consultation and community organizations; stimulates interest in prevention and detection of mental illness by participating in collaboration with other social services, home visiting family programs, aftercare and referral systems with other professionals and non-professionals; makes evaluation of new patients in areas except psychological and medical after intake and screening of new patients; refers cases to other agencies and coordinates various activities and treatment programs with other governmental and non-governmental social agencies; may direct in-service training of other professionals and paraprofessionals, relating the contributions that clinical work can give to an interdisciplinary treatment team; participates in clinical program planning for clients. Full performance, knowledge, skills, abilities and personal characteristics are good knowledge of the principles, methods, procedures, techniques and practices of psychiatric social work; good knowledge of the functioning of psychiatric outpatient clinics and community resources and how to utilize them effectively; the ability to make sound decisions and to make reports on all investigations and recommendations; ability to work cooperatively and effectively with professional colleagues and other professional groups; tact; initiative; good judgment in dealing with people; neat appearance.

Minimum Qualifications: (ON OR BEFORE LAST FILING DATE)

Graduation from a regionally accredited of NYS registered college or university with a Master's degree in social work. Current or pending registration as a Licensed Master or Social (LMSW) or Licensed Clinical Social Worker to practice social work in the State of New York; in certain appropriate circumstances, eligibility for certification or limited permit, if applicable, will be acceptable for initial appointment while awaiting license. Recent graduate will be considered eligible for certification.

Exam Series: Mental Hygiene

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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Use of calculators is ALLOWED

COLUMBIA COUNTY - AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted.** **Cell Phones and any form of communication devices are PROHIBITED from the exam site on the day of the exam.**

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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 veterans' credit.

"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."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a Change of Address Notification Form (available @ Civil Service or @ www.columbiacountyny.com and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, cell phone calculators or any similar devices are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change would be preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

APPLICATION WAIVER FEE: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application 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 application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.**

MULTIPLE EXAMS: If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you

must make arrangements to take all the examinations at one test site no later than two weeks before the test date. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.**

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.