



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



ADDICTIONS COUNSELOR
Exam Number 62429

VACANCIES: At present there is one vacancy in the Seneca County Community Counseling Center. This eligible list will be used to fill this and future vacancies as they occur in Seneca County.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

SALARY: \$21.082 per hour

MINIMUM QUALIFICATIONS: Either:

- A. Completion of all required course work leading to a Master's degree in psychology, social work or a very closely related field plus one year of counseling experience; or
- B. Graduation from an accredited New York State registered or regionally accredited 4 year college or university with a Bachelor's degree in Social Science or Behavioral Science or related field and 2 years of experience in counseling; or
- C. An equivalent combination of training and experience as described above.

NOTE: Any candidate possessing a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) or a Trainee Certificate will be qualified.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

NOTE: CASAC required within 12 months of appointment.

APPLICATIONS MAY BE OBTAINED FROM AND RETURNED TO:
SENECA COUNTY PERSONNEL OFFICE,
1 DI PRONIO DRIVE, WATERLOO, NY 13165

Examination To Be Held:
May 13, 2017

Applications Accepted Up To:
April 7, 2017

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Performs intake screening, and evaluation as indicated;
Participates in weekly staff conferences and discusses patients and related referrals and/or treatment plans;
Maintains records of interviews and all individual and group counseling sessions provided by the counselor to clients;
Evaluates existing services available to those with substance abuse/dependency and works with appropriate community groups and agencies to coordinate those services and develop new services where gaps exist;
Speaks before various groups interested in addiction treatment;
Gathers and dispenses specific information regarding: alcohol/drugs; abuse and dependency; as well as local and regional services and available resources (for those with alcohol/drug abuse or dependency issues) to individuals, agencies, schools and other interested groups;
Maintains linkages with other community agencies/groups to assist in clients' rehabilitation such as Alcoholics Anonymous, Access Vocational Rehabilitation, Probation, Social Services Departments, Courts, local and State hospitals and institutions;
Performs research duties in evaluating existing alcohol/drug abuse and dependency counseling programs;
Keeps abreast of new developments, programs and techniques in substance abuse/dependency rehabilitation and reports on these to interested groups;
Works with magistrates and courts to identify persons convicted of driving offenses while under the influence of alcohol or other drugs and to assist in determining possible means of treatment and rehabilitation;
Prepares a variety of records and reports related to the work;
Maintains all credentials and/or professional licenses necessary to remain qualified to provide counseling services within a NYS OASAS licensed outpatient clinic.
Interviews and counsels relatives of patients and other interested individuals or agency representatives to aid in the readjustment of the client within the community;
When working at the Seneca County Jail – interviews inmates or agency representatives to aid in the readjustment of the inmate within the community upon release.

VETERANS CREDITS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR 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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

CROSS-FILING: If you cross file for the **05/13/2017** examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained at the Personnel Office the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

APPLICATION FEE: A fee of **\$10.00** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to Seneca County Treasurer and write the examination number(s) and your Social Security Number on your check or money order. Do not send cash in the mail. As no refund will be made, 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. **Applications that are not accompanied by the application fee WILL NOT be processed for this examination.**

APPLICATION FEE WAIVER: A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, ‘Spell Checkers, Personal Digital Assistants, Address Books,’ Language Translators, Dictionaries, or similar devices are prohibited. **Use of calculators is ALLOWED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. Applications may be obtained from the Seneca County Personnel Office. Mail or bring completed applications to the Personnel Office prior to, or on the last date for filing.
2. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter, at the top of page 1, the examination title which identifies the examination for which you are filing.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the “Application for Employment” will result in disqualification.

6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Educating and interacting with the public:

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

2. Interviewing

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

3. 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.

4. Principles and practices of social casework

These questions test for knowledge of the principles and practices used to provide casework services. Questions may cover such topics as developmental, mental, physical, and social disabilities and/or impairments; assessing client strengths and needs; building and maintaining relationships with clients and their support network; ability to make and advocate for appropriate service referrals; ability to provide advocacy and support; and professional and ethical concerns in casework practice.

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

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.
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Posting Date: **March 8, 2017**