



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



CHILDREN'S SERVICES
DIRECTOR
Exam Number 69644

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: Seneca County's residency requirement has been waived for this examination. Candidates must be a resident of New York State 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: \$25.107 per hour

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in: Social Work; OR Mental Health Counseling;

AND three (3) years of full-time paid experience or its' part-time equivalent providing Children's mental health services including collaboration with public and non-public agencies, one (1) year of which must have included progressively responsible clinical and/or business administration experience.

SPECIAL REQUIREMENT: Possession of a License as a: "Licensed Master Social Worker" (LMSW); OR "Licensed Clinical Social Worker" (LCSW or LCSW-R); OR "Licensed Mental Health Counselor" (LMHC), issued by the New York State Department of Education at time of appointment. License must be maintained throughout employment.

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):

Exercises administrative direction of SPOA Committee;
Develops and recommends implementation of policies and procedures for SPOA program;
Exercises monitoring and oversight of Children's HCBS Waiver services within Seneca County, including review of utilization and outcome data and coordination of regularly scheduled review-meetings with HCBS providers;
Interfaces with other agencies and county officers to ensure coordination of services and continuity of care;
Engages in other activities to promote quality children's mental health care;
Prepares and maintains a variety of records and data.

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. 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.

2. 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.

3. 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.

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

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