

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES  
AN OPEN-COMPETITIVE CIVIL SERVICE EXAMINATION FOR  
  
STAFF SOCIAL WORKER  
(COMMUNITY MENTAL HEALTH)  
EXAM NO. 61-989**

Written test to be held  
**MARCH 20, 2010**  
Ontario County, NY

Applications **MUST** be  
Postmarked no later than  
**FEBRUARY 17, 2010**

Processing Fee  
**\$15.00**  
(Check/Money Order)

**ONTARIO COUNTY 2010 STARTING SALARY:** \$47,794.50 (\$24.51/hr.). At present, two vacancies exist in the Ontario County Department of Mental Health. The List resulting from this examination will be used to fill the present and all future vacancies as they occur.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Participates in the intake and screening of new patients, evaluating and diagnosing the patient and problems;  
Participates as a team member in individual, group and family therapy;  
Provides social work services to help patient adjust to their disabilities and social environment;  
Refers clients to other governmental and non-governmental agencies;  
Coordinates various activity and treatment programs with other social agencies;  
Compiles case studies, recording pertinent information;  
Plans with the community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to his social situation prior to his discharge;  
Collects and maintains appropriate data from various sources such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;  
Maintains information on community and health resources, which can be utilized during the patient's care and subsequent to his discharge;  
Participates in the process of transfer of patients to other levels of treatment as appropriate.

**MINIMUM QUALIFICATIONS:** A Master's Degree in social work from a graduate school of social work approved by the New York State Department of Education **PLUS** current licensure as a Licensed Master Social Worker **OR** a Licensed Clinical Social Worker.

Agreed to by the Municipal Service Division and the Department of Mental Hygiene, Division of Local Service.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**NOTE:** IF YOU EXPECT TO COMPLETE THE EDUCATIONAL REQUIREMENT BY MAY 31, 2010, YOU CAN BE ADMITTED TO THIS EXAMINATION. IF SUCCESSFUL ON THE EXAMINATION, YOU WILL NOT BE CERTIFIED FOR APPOINTMENT UNTIL YOU HAVE SUBMITTED PROOF OF COMPLETION OF THE REQUIREMENTS TO THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES. PROOF MUST BE SUBMITTED BY JULY 31, 2010. FAILURE TO DO SO WILL RESULT IN REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.

\* Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

**NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**NOTE:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

**NOTE:** IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO THE EXAMINATION DATE. WITHOUT THIS INFORMATION, CANDIDATES MAY NOT BE ADMITTED TO THE EXAMINATION.

**NOTE:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

**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.

**SUBJECTS OF EXAMINATION: (CONTINUED)**

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.

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, or any similar devices are prohibited. You may not bring books or other reference materials.

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON CHANNEL 10 NEWS, NEWS10NBC.COM, AND 1550 AM RADIO STATION.**

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at [www.co.ontario.ny.us/HumanResources/](http://www.co.ontario.ny.us/HumanResources/)

Completed applications, which must be delivered personally or bear a postmark not later than **FEBRUARY 17, 2010**, must be filed at the same address. Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

**ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATION OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.**

IF CANDIDATES FAIL TO RECEIVE AN ADMISSION LETTER AT LEAST SEVEN DAYS PRIOR TO THE EXAMINATION DATE, YOU SHOULD CONTACT THE DEPARTMENT OF HUMAN RESOURCES IMMEDIATELY.

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 and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, national origin or disabilities. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

**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 a religious observance or practice, check the box under "Religious Accommodation". We will make arrangements for you to take the test on a different date (usually the following business day).

**NOTE:** 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.

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to the **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fee as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**DISABLED PERSONS:** If special arrangements for testing are required,

indicate this on your application form.  
**Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled on Same Date**

If you have applied for any other Civil Service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. You must provide a list of all exam titles, numbers and locations for which you have applied. For this examination write to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, New York 14424.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS OR BOCES**

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 BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

John E. Garvey  
Director of Human Resources

STAFF SOCIAL WORKER  
Exam No. 61-989  
Issued: January 20, 2010