



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**PSYCHIATRIC SOCIAL  
WORKER**  
Training and Experience

**LOAN REPAYMENT PROGRAM:** Seneca County participates in the National Health Service Corps Loan Repayment Program for Mental/Behavioral Health Providers. Clinicians may earn up to \$50,000 in loan repayment for a two-year service commitment. Please visit <https://nhsc.hrsa.gov/> for additional information.

**VACANCIES:** This eligible list will be used to fill vacancies as they occur in Seneca County.

**RESIDENCY:** Seneca County’s residency requirement of residency in Seneca County or contiguous county for 30 days has been waived for this position. Candidates must be legal residents of New York State at time of application.

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 application and are residents of such municipality at the time of appointment.

**SALARY:** Determined by CSEA contract

**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, AND

Possession of a New York State license as a Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW).

NOTE: The minimum qualifications for this position are mandated under Article 154 of New York State Education Law.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

**APPLICATION FEE:**

A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. 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. **The required fee must accompany your online application.**

Examination To Be Held:  
  
CONTINUOUSLY

Applications Accepted:  
  
CONTINUOUSLY

## **TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)**

Conducts individual and family intakes and assessments;  
Develops treatment plan to address an individual's or family's psychosocial needs;  
Provides ongoing individual, group and family psychotherapy under clinical supervision;  
Provides crisis intervention services to individuals and families;  
Petitions, testifies, and reports to Family Court as required;  
Prepares and maintains a variety of reports, case notes, service plans and court summaries;  
Gathers information regarding individuals and families by interviewing neighbors, family members, school personnel, physicians and any others familiar with the family;  
Makes community service referrals on behalf of the individuals and families assigned;  
Monitors and reviews service plans with individuals and families by maintaining on-going contact with service providers and routinely updates supervisor of progress;  
Attends staff meetings, training sessions and workshops on social work issues.

## **SUBJECT OF EXAMINATION:**

The evaluation of training and experience is designed to assess your education and experience as they relate to the duties of the job title. Candidates who meet the minimum qualifications will be rated based on their training and experience against the background of the position. Only candidates who meet the minimum qualifications will be rated.

Please prepare a summary of your education and training for this position. Show all relevant, formal, college-level coursework including name and address of the institution, dates of attendance, field of study, degrees or certificates received, if appropriate, and number of semester hours completed in each subject area. Show relevant institutes, seminars, conferences, symposia, and in-service education workshops, including the dates of attendance, hours of training received, and certificates received, if any.

For each relevant position you have held, identify the name and address of your employer, name and title of your supervisor, your title and final average salary, the dates of your employment, (including month and year), whether the position was full or part time and the number of hours worked per week. Then describe your main duties and responsibilities and indicate the percent of time spent in each work activity. Be sure to include a complete description of your activities in the areas of health-related social work.

For any position which involved supervision, indicate the number, title, and degree-level (i.e. MSW or non-MSW) of the employees you supervised; describe your supervisory activities and indicate the percent of time you spent on each.

Identify and provide documentation for professional licensure granted by New York State and/or national professional organizations.

Be as specific and concrete as possible. Ambiguity and vagueness will not be resolved in your favor. Additional information concerning a candidate's training and experience will not be accepted after the application has been rated.

## **ELIGIBLE LISTS:**

Successful candidates will have their names placed on the eligible list in order of final score, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year.

The Seneca County Personnel Office reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

## **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.

## **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.

## **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 Accommodations, 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.

## **GENERAL INSTRUCTIONS AND INFORMATION:**

1. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
2. Notify this agency immediately of any change of address. When writing give the title of examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification.

4. Applicants must answer every question on the application and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
5. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
6. 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.)
7. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

If you are unable to apply online,  
Applications May Be Obtained From and Returned To:  
Seneca County Personnel Office,  
1 Di Pronio Drive, Waterloo, NY 13165

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If you are unable to apply online, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Finance Department along with the application, and write the examination number(s) and your Social Security Number on your check or money order. 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. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee will not be processed for this examination.**

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