



# SENECA COUNTY

*AN EQUAL OPPORTUNITY EMPLOYER*

## CIVIL SERVICE OPPORTUNITIES



**Coordinator of Children's  
Services  
Exam Number 65734**

**VACANCIES:** At present there is one (1) vacancy in the Seneca County Mental Health Department. 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:** \$20.683 per hour

**MINIMUM QUALIFICATIONS: Either**

- A. 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 one (1) year of full-time paid experience or its' part-time equivalent providing Children's mental health services including collaboration with public and non-public agencies; **OR**
- B. Graduation regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor'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; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a valid New York State Driver's License at time of appointment. Must maintain license throughout employment.

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

Examination To Be Held:  
May 12, 2018

Applications Accepted Up To:  
March 30, 2018

**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 05/12/18 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 by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> 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. 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 on-line application.**

If you are unable to apply on-line, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Treasurer along with the application, and write the examination number(s) and your Social Security Number on your check or money order. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Treasurer. **Applications 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. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps> . If you are unable to apply online, you may mail or bring completed applications, along with the application fee, 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 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. Ensuring effective inter/intra agency communications**

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to 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 the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

**2. Administration of social work programs**

These questions test for the ability to manage and direct social work programs for individuals who are diagnosed with mental illness, intellectual and developmental disabilities, or alcohol and substance abuse problems. Topics may include integrating social work services into interdisciplinary programs; developing, implementing, and evaluating program services for social work clients; promoting compliance with relevant laws, rules, regulations, and standards relating to social work practices; coordinating staff development and training; reviewing and evaluating program records; representing the social work program within the facility and with various public groups; quality assurance; clinical consultation; client rights; and responding effectively to problems in a social work program.

**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. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

**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](http://www.cs.ny.gov/testing/localtestguides.cfm)**

POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.  
SENECA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Posting Date: **February 12, 2018**