COMMUNITY MENTAL HEALTH AIDE

NO 60-532 Examination Open to the Public Salary $20.16 – 23.61/Hr

The eligible list resulting from this examination will be used to fill vacancies which may occur in the Niagara County Mental Health Department during the life of the list. The list established from this exam will supersede any existing list.

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and at time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. Your application will be disapproved if you do not meet these qualifications. Should your application be disapproved, your filing fee will not be refunded.

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and two (2) years experience working in a mental health, alcohol or drug abuse setting; OR

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and four (4) years experience working in a mental health, alcohol or drug abuse setting.

SPECIAL REQUIREMENTS:
Possession of a valid New York State drivers license at time of appointment and for the duration of employment.

DUTIES: Performs a variety of duties and caseload activities relating to the implementation of mental health and integrated care services. This work involves the performance of clinically relevant duties and liaison work with patients under the supervision of credentialed staff. The work is performed in accordance with policies and procedures established by the agency as well as standards determined by Mental Hygiene Law. Does related work as required.

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

FEE WAIVERS: Waivers for the filing fee must be completed in full and you are responsible for submitting all of the required documentation or your application will be disapproved.

A non-refundable $15.00 application fee must accompany each application. Submit a copy of your online payment or a check or money order payable to: Niagara County Civil Service

ORIGINAL APPLICATIONS MUST BE RECEIVED BY 4PM OR BE POSTMARKED BY MARCH 24, 2017

EXAMINATION DATE MAY 13, 2017

ANNOUNCEMENT ISSUED: February 21, 2017
SUBJECT OF EXAMINATION – There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Evaluating 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](http://www.cs.ny.gov/testing/localtestguides.cfm) or at [www.niagaracounty.com](http://www.niagaracounty.com)

**NOTICE TO CANDIDATES:** Use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with **TYPEWRITER KEYBOARDS** such as Computers, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **You will not be permitted to use the calculator function of your cell phone.**

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor... **EACH SEPARATE SHEET AT TACHED TO THE APPLICATION MUST BE SIGNED.**

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to request that your institute forward to us **an official transcript or special course certificate.** These documents must be received in our office by the time your name is considered for possible appointment. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site.**All examination for positions in State government will be held at a State Examination Center.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

**Please review - “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” - prior to filing for this examination.**

Niagara County Civil Service #2017-26