



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094

Joseph A. Vacanti Jr
Personnel Officer

(716) 438-4071

MENTAL HYGIENE PRACTITIONER

NO. 60-037 Examination Open to the Public

Salary \$24.30 – 28.43/Hr

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

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.

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.

Possession of one of the following: current New York State License as a Master of Social Work, Mental Health Counselor, Marriage and Family Therapist, Creative Arts Therapist, or Psychoanalyst; **OR**

Possession of a current New York State Registered Professional Nurse license **and** two (2) years of supervised nursing experience in a mental health, alcohol or substance abuse setting.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated towards meeting the minimum qualifications.

***** ANTICIPATED ELIGIBILITY:** If you expect to complete the licensure or certification requirement by the time of canvassing/certification, you can be admitted to this examination. If successful on the examination, a **copy** of your current **license or certification** must be received in our office by the time your name is considered for possible permanent appointment. *If this document is 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 future appointments.* - Attach a copy if you presently posses this licensure or certification. ***

DUTIES: These duties require the performance of mental health counseling in helping patients with social, emotional and related difficulties associated with their disability. The work is performed within prescribed routines with some leeway permitted in determining the scope of work to be performed in helping the patient to adjust into his/her old or new environment. Employees in this class are expected to meet with professionals of agencies in or outside of the community to obtain assistance and guidance for patients. The Mental Health Practitioner functions under the direction of a Staff or Supervising Social Worker who may define or limit the work to be performed. 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.

APPLICATIONS MUST BE
RECEIVED OR
POSTMARKED BY
FEBRUARY 23, 2012

A **non-refundable \$15.00 application fee** must accompany each application. Submit check or money order only - payable to: **Niagara County Civil Service.**

ANNOUNCEMENT ISSUED: January 30, 2012

EXAMINATION DATE
MARCH 17, 2012

SUBJECT OF EXAMINATION - There will be a written test which you must pass in order to be considered for appointment. 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. **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 in social casework. Questions may cover such topics as symptoms and treatments associated with various mental, social, and physical illnesses and disabilities; client rights and confidentiality; referral techniques; maintaining client records; establishing and maintaining relationships with clients, families, co-workers, referral agencies, and the general public; 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

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 ATTACHED 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.*

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 #2012-22
