



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

Joseph A. Vacanti Jr
Personnel Officer

(716) 438-4071

**STAFF SOCIAL WORKER
(COMMUNITY MENTAL HEALTH)
(Training & Experience – On Line)**

NO. 64-928 Examination Open to the Public

Salary \$27.54 – 32.09/Hr

The examination will be held to fill four (4) vacancies in the Niagara County Mental Health Department. The eligible list resulting from this examination will be used to fill these vacancies and any other appropriate vacancies which may occur 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 last date to file. Your application will be disapproved if you do not meet these qualifications. Should your application be disapproved, your filing fee will not be refunded.

Candidates must be a current Licensed Masters of Social Work (LMSW) or Licensed Clinical Social Worker (LCSW) in New York State and have one (1) year of full-time paid experience providing social work services in a community mental hygiene program. *Please attach a copy of your license LMSW or LCSW.*

DUTIES: These duties require the performance of social work 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 a 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 Social Worker functions under the direct supervision of a Supervising Social Worker who may define or limit the work to be performed. The incumbent may provide direct clinical supervision and guidance to assigned staff including Community Mental Health Aides, Mental Hygiene Practitioners and/or peer Social Workers in areas that are clinically relevant to assigned caseloads. Incumbents provide only clinical supervision and do not provide first-line supervision. 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
SEPTEMBER 30, 2010

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: August 30, 2010

QUESTIONNAIRE
DEADLINE

NOVEMBER 30, 2010

Scope of the Examination

There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the Niagara County Civil Service on or before the last filing date of September 30, 2010.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on November 1, 2010, and approved candidates will be required to **complete and submit this questionnaire between November 1, 2010 and 11:59 PM, November 30, 2010***.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the **application filing deadline of September 30, 2010**.

Candidates who fail to submit a questionnaire **by 11:59 PM, November 30, 2010***, will not receive a rating.

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 #972