



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Examination Open to the Public

Clinic Director—Exam #67103

EXAM DATE: March 17, 2012

LAST DATE TO FILE: February 1, 2012

SALARY: \$43,506 - \$54,009 (2012 annual rate)

HOW TO APPLY: Applicants **must** submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Faxed or emailed applications will not be accepted.

EXAM FEE: \$15.00 examination fee payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check.

VACANCY: A vacancy in this title has been filled provisionally. A permanent appointment will be made from the eligible list that results from this examination. The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur in the future.

RESIDENCY REQUIREMENT: None

JOB DESCRIPTION: This is a clinical and administrative position involving administrating and supervising services of a licensed mental health clinic and related school satellites. This position includes the provision of direct clinical services as well as community education and staff training. Work is performed under the general direction of the Director of Community Services with a high level of independent judgment allowed in planning and carrying out the details of the work. Supervision is exercised over clinical staff, interns, and clerical staff. May assume responsibility for involuntary psychiatric hospitalizations in the absence of the Director or Deputy Director of Community Services.

TYPICAL WORK ACTIVITIES:

Oversee mental health clinic operations;
Maintain and regulate staff productivity;
Participate in the planning and development of policies and procedures;
Participate in, and supervise, the intake screening of new clients;
Oversee case assignments and transfers;
Supervise the interdisciplinary treatment teams;
Initiate, coordinate, assign and / or participate in informational and educational community activities to increase community and agency knowledge of treatment and prevention options;
Work with professionals, staff, family members, agencies and the community to identify individuals at risk or need treatment, but are unwilling or unable to seek treatment;
Initiate and participate in campaigns to stimulate interest in prevention of mental illness and reduction of stigma;
Oversee referrals to other agencies, coordinate the transfer of responsibility and follow up on the transfers;
Plan, implement and / or provide in-service training for staff;
Participate in new clinic employee training;

Review, assign and / or recommend off site professional training;
Responsible for clinic professional staffing schedule;
Oversee, assign and follow up on off campus clinic services, including home visits;
Oversee individual, family and group therapy;
Ensure clinic meets codes, standards, rules and other legal requirements for operating under license and codes;
Observe and evaluate work performance of clinic professional staff;
Set agenda and lead interagency meetings, as appropriate;
Develop retention / recruitment strategies for clinic professional staff, and participate in the hiring process;
May direct or participate in appropriate task forces or review committees relevant to the operation of the clinic;
Ensure that clinical records comply with all requirements and standards related to Medicaid, Medicare and private insurance;
Participate, support and collaborate in the regular survey of client satisfaction;
Participate, support and collaborate in ongoing Quality Improvement activities;
Participate, support and collaborate in the development and implementation of a performance budget and the performance measurement process;
Ensure, oversee and monitor compliance with HIPAA, corporate compliance, Medicaid rules and Incident Reporting;
Oversee the collection and regular reporting of clinic statistical information related to clinic services;
Acts as liaison to the Children's Services under the Public Health Department;
Duties as assigned by the Director or Deputy Director of Community Services. May fill in for the Director or Deputy Director as required;
Serves as a member of the Integration, Quality Improvement, Management and Leadership Committees;
Chairs the Clinic Program Committee.

MINIMUM QUALIFICATIONS:

- A. **Education:** Graduation from a regionally accredited or New York State registered college or university with a:
1. Master's Degree in Rehabilitation Counseling or related field with a license as a mental health counselor in New York State; **or**
 2. Master's Degree in Social Work with license as a Clinical Social Worker in New York State, **or**
 3. Master's Degree in Nursing with license as a Registered Nurse in New York State; **or**
 4. Doctorate in Psychology and license as a Psychologist in New York State; **and**
- B. **Experience:** Three (3) years of professional work experience in a Mental Hygiene program, one of which must have been in an administrative or supervisory capacity.

Note: Applicants must meet the requirements for **both** education and experience to be considered.

SCOPE OF EXAMINATION:

Use of calculators is RECOMMENDED

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Characteristics and problems of alcohol and substance abuse clients

These questions test for knowledge of the symptoms, problems, conditions, and treatment approaches associated with alcohol and substance abuse. Questions may cover such topics as identifying physical and behavioral symptoms of addiction, commonly abused drugs, understanding the impact on the family and on society, and prevention strategies.

3. 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.

4. 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.

5. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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

Applications and announcements are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: January 5, 2012

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 5 p.m. or be postmarked before midnight on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying. No attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Fee and Fee Waiver: Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. The examination fee may be waived for persons claiming to be “unemployed and primarily responsible for the support of a household.” Use Schuyler County Waiver form.

Application Review: Disqualified candidates will receive a disapproval letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive your letter within five days of the examination, call the Civil Service office at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County of one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Cross-filing: If you're applying for civil service examinations in multiple jurisdictions when examinations are scheduled on the same date, you must make arrangements to take all the examinations at one test site. You must apply in each jurisdiction and notify each that you are cross-filing. If you have applied for both state and local examinations, you must take all your examinations at the state center. To make arrangements, call (518) 457-7022 no later than two weeks before the test date.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Rating: This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

School District Positions: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from that state education department is required.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Dept. of Civil Service publications, *How to Take a Written Test*, and *Questions and Answers About Municipal Civil Service Examinations* are available at their web site (www.cs.state.ny.us/msd/map.html).

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.