



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Examination Open to the Public

Clinic Director—Exam #66442

EXAM DATE: May 13, 2017

LAST DATE TO FILE: March 24, 2017

SALARY: Commensurate with experience

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. Applications must be received in the Civil Service office by 4:30pm on the last date to file.

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:

Oversees and supervises the mental health clinic operations as well as supervises the activities of subordinate program coordinators to include evaluation to ensure work performance standards, oversight of staff development, caseload supervision and discipline where required;

Performs a variety of administrative tasks such as directing recruitment efforts for vacant positions, approving vouchers, leave requests and other forms as required by the county’s policies and procedures for employees;

Plans programs, reviews organizational structures of programs and accomplishments and modifies and redefines as necessary;

Measures and evaluates program performance, assumes responsibility for quality assurance through utilization review and case review and monitors related documentation;

Monitors the work of subcontractors to ensure that units of services are met;

Monitors the work of program operators to ensure compliance with state and other governmental regulations.

Participates in treatment team meetings with staff of other area organizations and facilities dealing with mental health related issues to develop unified approaches and to discuss common issues;

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;
 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; and 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.

SCOPE OF EXAMINATION: Use of calculators is ALLOWED

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

1. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

2. Developing & implementing treatment in a social work program

These questions test for knowledge, understanding, and ability to apply social work concepts, theories, principles, and practices in a mental hygiene program which provides services to clients who have various mental hygiene conditions such as mental illness, developmental disabilities or addiction. Questions may cover such topics as assessment, development, and implementation of treatment; coordination of treatment; evaluation of treatment; coordination of services; social work standards; roles of treatment team members; individual, family, and group counseling; community services; behavior management; crisis intervention; and patient/client advocacy.

3. Educating 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.

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. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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: February 16, 2017

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. in the Civil Service office 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 or 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.