

**PLEASE POST CONSPICUOUSLY**  
**EXAM ISSUED ON 3/31/16**

**GREENE COUNTY CIVIL SERVICE**  
411 Main Street, 3<sup>rd</sup> Floor, Catskill, NY 12414  
518-719-3253 --- [www.greenegov.com](http://www.greenegov.com)

**Announces an**  
**OPEN-COMPETITIVE EXAMINATION FOR**  
**MENTAL HEALTH SPECIALIST - EXAM NO: 68678**

**REFER TO GENERAL INFORMATION ON PAGE 3 BEFORE COMPLETING APPLICATION**

**LAST FILE DATE: APRIL 29, 2016**  
(Postmarked no later than 04/29/16)

**EXAMINATION DATE: JUNE 4, 2016**

**MENTAL HEALTH SPECIALIST:** Administration of this exam does not imply there are any vacancies. Currently there are no vacancies within the Greene County Mental Health Department. The eligible list established from this exam will be used to fill future vacancies within this department. **SALARY: \$23.47 per hour**

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Albany, Columbia, Delaware, Greene, Schoharie or Ulster Counties for at least six (6) months immediately preceding the date of the examination. Preference in appointment may be given to Greene County Residents. (C.S. Law#23, Par 4, Sub Par A)

**NON-REFUNDABLE FILING FEE:** A \$15 check or money order must be submitted with your application. **Cash not accepted**

**MINIMUM QUALIFICATIONS:** (By the last filing date must meet the following requirements) **EITHER**

- A. \*Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work;  
**OR**
- B. \*Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Marriage and Family Therapy;  
**OR**
- C. Graduation from a regionally accredited or New York State registered college or university with a Clinical Master's degree from a psychiatric/mental health nursing program **AND** Current licensure as a Registered Nurse by the NYS Department of Education;  
**OR**
- D. Graduation from a regionally accredited or New York State registered college or university with an Associate or Bachelor's degree in nursing; **AND** three (3) years of post degree professional nursing experience in mental health or psychiatric nursing involving direct patient contact **AND** Current licensure as a Registered Nurse by the NYS Department of Education.

**\*SPECIAL REQUIREMENT:** Candidates holding only a Master's degree in Social Work or Marriage and Family Therapy must obtain the following within six (6) months of appointment to be eligible for *permanent appointment*: Licensure as a Licensed Master Social Worker (LMSW) or Licensure for Marriage and Family Therapy issued by the NYS Department of Education.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Provides individual and group psychotherapy; Provides group, individual and family counseling; Provides full case management services to clients; Identifies and utilizes all contacts and resources available to the client including family, friends, employers, community agencies, social agencies in order to establish an overall or systems approach to treatment; Provides clinical direction and supervision to less experienced clinicians and/or students; Provides advice and guidance to peers on request; Provides consultation to other agencies in area where the employee has developed a specialty; Gives presentations and lectures on mental health issues; Attends staff meetings to exchange information and give/receive supervision; Establishes and maintains a liaison with a wide range of internal and external agency personnel in order to coordinate and maximize delivery of care; Maintains records and prepares reports of a narrative and statistical nature as well as general correspondence; Receives in service training and keeps abreast of latest developments in the mental health field; May be required to be on call after regular work hours, holidays and weekends.

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

1. **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.
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. **WORKING WITH INDIVIDUALS TO PROMOTE MENTAL HEALTH:** These questions test for knowledge of characteristics, causes and treatment methods associated with chronic mental illness and/or addiction. Questions cover such topics as establishing, maintaining and terminating client relationships; recognizing, interpreting, and responding to individual and group behaviors; providing access to essential services such as financial, housing, medical, educational, legal, vocational, and recreational; and eligibility criteria of programs and agencies offering such services.

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)