

**PLEASE POST CONSPICUOUSLY**

**ISSUE DATE 1/6/20**

**GREENE COUNTY CIVIL SERVICE**

411 Main Street, 3<sup>rd</sup> Floor, Room 340, Catskill, NY 12414

518-719-3253 --- [www.greenegov.com](http://www.greenegov.com)

**Announces an**

**OPEN-COMPETITIVE EXAMINATION FOR**

**EXAM #61231 – COMMUNITY MENTAL HEALTH FAMILY PEER SUPPORT CASE MANAGER**

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

**LAST FILE DATE: FEBRUARY 6, 2020**

**EXAMINATION DATE: MARCH 28, 2020**

(Postmarked on or before 2/6/20, or hand delivered to Gr. Co. Civil Service Office no later than 4:30 p.m. on that day.)

**COMMUNITY MENTAL HEALTH FAMILY SUPPORT CASE MANAGER:** Currently there is one (1) vacancy in the Greene County Mental Health Department. The eligible list established as a result of this examination will also be used to fill future vacancies as they may occur in that department.

**SALARY: \$21.77 per hour**

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Greene, Albany, Columbia, Delaware, Schoharie or Ulster Counties for at least one (1) month immediately preceding the date of the examination. Preference in appointment may be given to Greene County residents. (C. S. LAW #23, SUB PAR. A)

**NON REFUNDABLE FILING FEE:** A \$15.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction. **CASH IS NOT ACCEPTED**

**MINIMUM QUALIFICATIONS (By the date of the examination):** Graduation from high school or position of a high school equivalency diploma **AND EITHER:**

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Science, Human Services or Behavioral Science with one (1) year of experience in counseling, social casework or providing human services and two (2) years of active participation in mental health self-help activities, peer support or peer advocacy programs or recipient run organizations or similar experience or programs;

**OR**

B. Graduation from a regionally accredited or New York State registered college or university with an Associates Degree Social Science, Human Services or Behavioral Science with three (3) years of experience in counseling, social casework or providing human services and two (2) years of active participation in mental health self-help activities, peer support or peer advocacy programs or recipient run organizations or similar experience or programs;

**OR**

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience of as defined by the limits of A and B above.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver's license at time of appointment and this license must be maintained throughout employment. In addition, must have access to transportation to meet fieldwork requirements in a timely and efficient manner. The job may involve extensive travel to all parts of the county and state and occasional travel out-of-state.

2. Possession of the New York State Family Peer Advocate Credential (Certificate) at the time of appointment.

**HUMAN SERVICES FIELDS:** includes the “helping professions” such as social work, psychology, gerontology, vocational and/or psychological counseling, therapeutic modalities (occupational, physical and therapeutic recreation) childcare, mental health, and mental retardation, early childhood education, working with the elderly or terminally ill or individuals having learning disabilities.

**SOCIAL SCIENCE:** includes the areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justices, economics, geography, history, political science, psychology and sociology.

**BEHAVIORAL SCIENCE:** is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

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

Assess families’ needs in order to aid them with the appropriate treatment providers to reduce the potential risk of crisis and/or hospitalization; Provides knowledge and assistance with coordination and navigation through the following agencies’ systems; Mental Health, Youth Bureau, Supportive and Intensive Case Management, Pre-Pins, Cornell Cooperative Extension, Social Services, School Services, Reach Center, Family Planning and the Twin County Alcohol & Substance Abuse Recovery Services System as well as any available services; Acts as liaison and monitors the provision of services ensuring the clients’ needs are being adhered to; Provides the role of confidant for parents, families or guardians who are experiencing a crisis or are about to experience a crisis; Provides the role of confidant by relating to parents, families or guardians with their personal knowledge and/or experiences as a parent of a child with social, emotional or behavioral disability; Acts as a mentor to teach parents, families or guardians how to empower themselves to advocate and acquire new skills to plan and partner effectively on their child’s behalf; Participates in meetings, sits on committees and attends conferences and seminars either on an individual basis, or with the parent/guardian or child; Enters, maintains and documents patients’ medical records, service plans, case notes and reports via the electronic medical records in accordance with the New York State Office of Mental Health (NYS OMH) rules and regulations; Keeps abreast of the latest skill set tools and trends in order to identify and provide the most current and adequate services; Responsible for the contracting of services with various agencies.

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

**1. 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.

**2. Principles and practices of social casework:** These questions test for knowledge of the principles and practices used to provide casework services to individuals and/or families of all ages, backgrounds, and circumstances. Questions will test for application of this knowledge in various settings and will include such topics as assessment, monitoring and evaluating services, counseling, referrals, and advocacy.

**3. Working with individuals to promote mental health:** These questions test for knowledge of characteristics, causes and treatment methods associated with working with individuals who may have mental, developmental, physical, social and substance abuse disorders and/or disabilities. Questions cover such topics as establishing, maintaining and terminating client relationships; recognizing, interpreting, and responding to individual and group behaviors, as well as crisis situations; and facilitating access to essential services such as financial, housing, medical, educational, legal, vocational, and recreational.

**4. 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.

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.