TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Community Mental Health Nurse

EXAM NO: 10110

SALARY: $27.03 per hour - Hire Rate

EXAM DATE: 03/30/16

ISSUE DATE: 07/15/15

THE FINAL DATE TO FILE APPLICATIONS: 08/12/16

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/13/16

RESIDENCY WAIVED

APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY

EXAMINATIONS ARE SCHEDULED AND HELD PERIODICALLY

DO NOT REMOVE THIS CONTINUOUS RECRUITMENT EXAMINATION ANNOUNCEMENT.

LOCATION OF POSITIONS/VACANCIES:

The eligible list resulting from this continuous recruitment, training and experience examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies, that occur in the Tompkins County Mental Health department in the title of Community Mental Health Nurse during the candidate's eligibility on the list.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college with a Baccalaureate Degree in Nursing; **OR**

(b) Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse **AND** two years of full time paid (or the equivalent part-time and/or volunteer) experience as a registered nurse, counselor, caseworker, or other related direct service title in a human service program or in a psychiatric program in a hospital or other health care facility.

SPECIAL REQUIREMENTS: Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of license and current registration at time of appointment.

NOTE: Completion of a minimum 60 semester hours in a regionally accredited or New York State registered college or university with major coursework (15 Semester hours minimum) in social science, human services or resources, education or a closely related field may be substituted for the two years of experience in (b) above. The education must be in addition to that completed as part of the nursing program.

NOTE: Nursing experience in a hospital, doctors office, nursing home or other clinical setting is not qualifying in (b) above unless the experience was specifically in a psychiatric program. Other nursing experience is not qualifying.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for providing skilled psychiatric nursing care to clinic patients to aid in prevention, treatment and rehabilitation of mental illness. The incumbent performs a variety of nursing activities as part of a multi-disciplinary team, provides health related training to other staff and carries a therapy caseload for assigned clients. Work is performed under general supervision of the Director of Community Mental Health Services with wide latitude allowed for the exercise of independent judgement in performing nursing duties. Supervision is not generally a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides professional psychiatric nursing service as a member of a multi-disciplinary psychiatric treatment team;
- Assesses and identifies patient nursing care needs and prepares and carries out a nursing care plan;
- Participates in the intake, screening, and diagnostic evaluation of clinic patients and/or their family members;
- Visits patients' homes to identify factors in the social, psychological and physical environment which may contribute to the disability;
- May refer clients to other agencies for a variety of needed services;
- Makes recommendations to fellow team members regarding emergency or continuing care and suggests alternative treatment plans;
- Maintains contact with agencies such as schools, social services and probation officers to understand and/or overcome clients' medical and psychological problems;
- Advises the family of methods of dealing with or correcting emergency situations and on the availability of medical, social and housing facilities for the patient in the community;
- Participates in and assists fellow team members in assessing, planning for, meeting and evaluating patient and family member needs to aid in the formulation of a treatment plan;
- Assists in Community Mental Health education, consultation, and public relations activities;
- Provides in-service psychiatric nursing education, orientation and consultation to staff and other community agencies;
- Attends courses and performs independent study and reading to further professional growth;
- Compiles and maintains a variety of records, reports and statistical information.
- Thorough knowledge of the principals and practices of community mental health nursing;
- Good knowledge of current trends and theories in the nursing care and treatment of patients with mental or emotional problems.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of community organizations and resources available for the mentally ill;
- Working knowledge of abnormal signs and symptoms relating to physical, psychological and emotional health;
- Working knowledge of individual and group counseling techniques;
- Ability to provide mental health teaching and consultation to staff and community agencies;
- Ability to establish and maintain cooperative working relationships with patients, families and colleagues;
- Ability to communicate effectively both orally and in writing;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Skill in the application of current nursing procedures and techniques of patient care;
- Empathy for persons with emotional and mental health problems;
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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SCOPE OF THE EXAMINATION:

There is no written or oral test for this examination.

The only examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all-pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **Summary of Training**, include all college course work (an original transcript is required), formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **Summary of Experience**, you must specify the dates of your employment, the number of hours worked per week, your title and the main duties for each. Be specific, vagueness and ambiguity **WILL NOT** be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified. Submission of a resume does not relieve a candidate of his/her responsibility for properly completing the official Tompkins County Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

NOTE:

An original transcript must be submitted for this position.

THE ELIGIBLE LIST:

The eligible list established for Community Mental Health Nurse will be maintained on a continuing basis by conducting periodic examinations. Candidates who are successful will be interfiled on the continuous recruitment eligible list for one year. Eligibles will be ranked in accordance with the score assigned to them based upon their training and experience and, in case of tie scores, by the date of testing and alphabetically.

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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 OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850