

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

TITLE: Director, Mental Health Clinic

EXAM NO: 64863

SALARY: \$39.24/hr at Hire (approximately \$81,619 Annual) and increases to \$42.62/hr (approximately \$88,650 annual) after nine months of employment.

ISSUE DATE: 08/16/18

THE FINAL DATE TO FILE APPLICATIONS: 08/31/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/16/18

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

EXAM CANCELED. TRANSFER CANDIDATE HIRED INSTEAD.

THE USE OF A QUIET HAND-HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Director, Mental Health Clinic located at Tompkins County Mental Health Department. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time, or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must be a :

- (a) New York State licensed Psychologist AND possess at least two years of full-time paid experience in a program, for the mentally ill, the developmentally disabled, or the chemically addicted, one year of which must have been in a supervisory capacity; **OR**
- (b) Social Worker in possession of a master's degree in social work and currently licensed as a clinical social worker (LCSW) by the New York State Department of Education AND must possess at least four years of full-time paid experience in a program for the mentally ill, the developmentally disabled, or the chemically addicted, one year of which must have been in a supervisory capacity; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

NOTE: Experience with PROS program is preferable though not required.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

All applicants must possess a valid New York State Certified Psychologist or Social Worker (LCSW or LCSW-R) license and current registration at the time of application and maintain such license and registration for the duration of employment.

All applicants are required to possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position involving planning, developing, evaluating and administering services as defined by the NYS Office of Mental Health for Clinic program. This program's purpose is to provide a safe, supportive, and therapeutic environment where an individual with mental illness can explore, identify, and strive to achieve recovery from the disabling effects of their mental illness. The array of services will be developed utilizing evidence-based services. The Program Director will be responsible for the development of the quality improvements, ongoing recruitment within the community and providing educational services to the community as well as taking part in providing clinical oversight of psychotherapy to individuals, couples, families and groups. The work is performed under the general supervision of the Deputy Mental Health Commissioner and involves the supervision of the Clinic program which includes professional social workers, community mental health nurses, other licensed professionals, social work interns, peer specialists and volunteers. The incumbent will perform all related duties as required with considerable autonomy and independent judgment in planning and carrying out the details of the work. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Oversees all aspects of the Clinic program and maintains the effective delivery of quality clinical services;
- Supervises the intake and screening of new clients, evaluation and diagnosis;
- Supervises assignment of cases, assessment, admission, referral, and discharge of clients into services that provide optimal support and treatment
- Develops, implements and reviews the operation and evidence-based curriculum for the Clinic
- Oversees the development and implementation of treatment through evidenced based practices and assessment of medical necessity;
- Oversees the development and implementation of program policies and regulations;
- Provides for in-service training of clinic staff to ensure high quality service;
- Responsible for staff recruitment, selection, orientation, training and supervision;
- Prepares and maintains a variety of records and reports pertaining to the administration and delivery of mental health services;
- Develops and implements the documentation of services, including oversight of the billing process;
- Monitors compliance of supervisees regarding all applicable Mental Hygiene Laws and Regulations including the NYS Regulations, Part 599 pertaining to Mental Health Clinics
- Provides community education and collaborates with other agencies in order to coordinate services and to optimize the utilization of the Clinic program.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of current mental health clinical practice where applicable;
- Thorough knowledge of the principles, practices and techniques of supervision;
- Thorough knowledge of dual diagnosis treatment;
- Working knowledge of the organization of community facilities and resources;
- Skill in the application of current clinical procedures and techniques of client care;
- Ability to plan and coordinate clinicians for the specialty clinical program/s assigned;
- Ability to supervise clinical personnel with general oversight and support from Clinic Supervisor or Director;
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships;
- Ability to perform duties in accordance with Professional expectations; The employee must have the ability to perform duties in accordance with NYS OMH regulations.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position;
- 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 accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to understand and carry out detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may moderate visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. As a result, the job could require a moderate level of visual effort. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill or otherwise demonstrate the ability to meet the requirements of the job. The risk of personal injury is minimal to moderate.

Mental:

Mental factors include the ability to multitask and prioritize. The employee will need to be able to synthesize program requirements into quality care services for clients affected by behavioral health issues. Mental focus and the ability to offer calm leadership during a crisis is required. The employee will need the aptitude to understand both regulatory requirements and clinical care decisions. The employee must possess a solid intellect and a good memory. It is necessary for an employee to keep track of a lot of client details. He or she must have the ability to concentrate and make fine discriminations. This work involves repeated and continuous exposure to distressing human situations.

Environmental:

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. The work can occasionally result in moderate exposure to disagreeable conditions. The employee may occasionally work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

Originally created 12/18/78

D43.doc

Complete Scope of the examination and Expanded subtest descriptions:

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. Administration

These questions test for knowledge of the managerial functions' involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

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. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>

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.

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