

**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:** Psychiatric Social Worker

**EXAM NO:** 69616

**SALARY:** \$33.73 per hour - 2021 Hire Rate

**EXAM DATE:** 11/06/21

**ISSUE DATE:** 09/09/21

**THE FINAL DATE TO FILE APPLICATIONS:** 09/24/21

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/07/21

**RESIDENCY WAIVED**

THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.

**Location of Position:**

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

**MINIMUM QUALIFICATIONS: No later than the final filing date announced, the applicant must demonstrate:**

Current New York State licensure as a Licensed Master Social Worker, Licensed Clinical Social Worker or Licensed Clinical Social Worker-R is required at the time of application.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**DISTINGUISHING FEATURES OF THE CLASS:**

The psychiatric social worker role is to provide initial diagnostic assessments, individualized person centered treatment planning, individual, family and/or group psychotherapy and/or other therapeutic interventions, crisis intervention, complex care coordination, and referrals for other services as appropriate. The Psychiatric Social Worker functions as the primary therapist for individuals of all ages, families, and groups that are affected by any of a wide range of diagnosable mental health challenges. Many of these individuals are at high risk in various life domains, including interpersonal, intra-psychic, family dynamics, employment, housing, legal, emotional stability, daily living skills, coping skills, and many other types of functional deficits. Awareness of and full participation and cooperation with the Department and County Corporate Compliance programs is an expected responsibility of the incumbent in this position. Supervision may be exercised over the work of social work interns, bachelor-level professionals or volunteers. The work is performed under the general supervision of the Clinic Supervisor and

within the incumbent's scope of practice as outlined by the New York State Education Department. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES MAY INCLUDE:**

- Completes initial diagnostic assessments on individuals requesting mental health services to determine medical necessity for treatment, including assessment of mental illness, identification of symptoms that interfere with the individuals ability to function adequately in their daily life, and identification of problem areas that will lead to person centered treatment planning; Provides psychotherapy and/or other clinical interventions to adults, children, couples, families, and groups, many of whom are high risk clients;
- Provides crisis intervention services both in person and by telephone, coordinates the provision of emergency services as needed and refers clients to appropriate agencies for ongoing services;
- Provides crisis intervention services in community settings or homes as required by the needs of the clients and the Department;
- Receives and responds to telephone referrals from human service agencies, law enforcement agencies, County Departments, and other community agencies or individuals who are experiencing crisis situations that may require immediate intervention;
- Coordinates services and treatment plans with other agency professionals for clients who are connected with, or have need of the services of, those other agencies;
- Is responsible for understanding and adherence to both the Department and the County Corporate Compliance programs. Corporate Compliance refers to the adherence to all Federal, State, and local laws that pertain to the work performed.
- Arranges transportation to hospital for clients requiring hospitalization or psychiatric evaluation;
- Participates in regularly scheduled group supervision and intake meetings, providing peer consultation to the other professionals involved;
- Participate in multidisciplinary Departmental or Community team meetings to assist with the formulation of a community care plan for individuals who present with a mental illness and other complex human services needs.
- Provides consultation to professionals, paraprofessionals, community agencies, law enforcement officials, volunteers, and others who have questions regarding mental health symptoms, treatment options, and/or other issues;
- Completes all required documentation in a timely manner in accordance with department policy, regulation and law;
- Performs court-ordered psychiatric evaluations and provides written report to the court in a timely manner;
- May supervise MSW-level interns, bachelor-level professionals and/or volunteers;
- May be called to testify in legal matters;

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current theories, principles and practices of psychotherapy and/or other therapeutic interventions;
- Good knowledge of crisis intervention techniques;
- Good knowledge of local resources available to clients;
- Good knowledge of the care for persons with co-occurring or multiple disabilities;
- Good knowledge of the requirements, practices and procedures to ensure compliance with all Federal, State, and local laws that govern the work performed;
- Ability to classify the psychopathology manifested by clients in accordance with the most current version of the Diagnostic and Statistical Manual;
- Ability to identify and implement effective clinical intervention strategies to address the functional impairment of the individual;
- Ability to provide culturally sensitive and trauma informed services;
- Ability to research methods of care relevant to specific cultural, ethnic, and racial groups;
- Ability to research, understand, and implement effective evidence-based clinical interventions;
- Ability to establish and maintain cooperative working relationships with professionals, paraprofessionals and volunteers from a variety of agencies;
- Ability to promote a positive, welcoming, and inclusive environment for clients and co-workers;
- Ability to present ideas clearly and concisely both orally and in writing;
- Ability to make decisions and take decisive action in crisis intervention in a variety of physical locations and social/interpersonal situations;
- Empathy, good judgment, initiative and tact are required;
- Familiarity with and ability to utilize a variety of computer programs and functions, including Microsoft Word and Excel.
- The employee's mental and physical condition shall be commensurate with the demands of the position.

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**COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**

**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. Developing & implementing treatment in a social work program**

These questions test for knowledge, understanding, and ability to apply social work concepts, theories, standards, principles, and practices in various settings. Questions may cover such topics as assessment, development, implementation, monitoring and evaluation of treatment for individuals and families; coordination of services; advocacy and counseling for individuals and families of all backgrounds; and crisis intervention.

**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.

**Test guide:**

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>.

## 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