

## **INSTRUCTIONS**

- 1. Read this exam announcement thoroughly.** You are urged to compare your qualifications carefully with the requirements listed in the MINIMUM QUALIFICATIONS section, and file only for those examinations for which you are clearly qualified.
- 2. Complete a Civil Service application.** Your application must show that you meet the minimum qualifications, as no refunds will be given if your application is disapproved. (All experience required to meet the minimum qualifications is paid, full-time experience unless otherwise noted.)
- 3. Submit your application and fee (or fee waiver, if eligible).** Send to Cayuga County Civil Service Commission, 160 Genesee St., 2<sup>nd</sup> Floor, Auburn, NY 13021, on or before the last filing date. **(Mailed applications must be postmarked by the last filing date.)** Make the check or money order payable to CAYUGA COUNTY, and include the Examination Number(s). Do not send cash. If applying for more than one Cayuga County exam, you must submit a separate application for each exam, as well as the application fee required for each exam. **No refunds will be given if you fail to appear for the exam.**

**Approved candidates will receive an Admission Notice approximately 10 days before the exam date, listing the date, time, and place of the exam.** (Disapproved candidates will receive a letter stating why they were disapproved.) If you do not receive an Admission Notice within 3 days of the exam date, contact the Civil Service office at **315-253-1284**. The Cayuga County Civil Service Commission does not make formal acknowledgment of the receipt of an application, nor take responsibility for non-delivery of mail or postal delay.

**CAYUGA COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**

**Commissioners**

Jeffrey L. Edwards, Chairman  
Ronald J. Oughterson  
Peter R. Stephenson

**CAYUGA COUNTY**



**Phone**  
(315) 253-1284

**Fax**  
(315) 253-1084

**Human Resources Administrator**  
Jennifer L. Marshall

**Department of Human Resources  
and Civil Service Commission**

**e-mail**  
civilservice@cayugacounty.us

**Deputy Human Resources Administrator**  
Barbara L. Coleman

County Office Building, 2<sup>nd</sup> Floor  
160 Genesee Street  
Auburn, NY 13021

**website**  
www.cayugacounty.us/civilservice

**PLEASE POST THIS ANNOUNCEMENT CONSPICUOUSLY  
(REMOVE ONE DAY AFTER "LAST FILING DATE")**

To download this announcement and the Cayuga County application, visit our website: [www.cayugacounty.us/civilservice](http://www.cayugacounty.us/civilservice)

**TO APPLY FOR THIS EXAM: SEE INSTRUCTIONS ON BACK PAGE.**

**Medical Social Worker, Part-Time**

**Examination No.: OC#201017 (Open to the Public) (Decentralized)**

**Examination Date: November 10, 2010 (Wednesday) (Training & Experience)**

**Last Filing Date: October 13, 2010 (Wednesday)** (Applications will NOT be accepted after this date!)

**Application Fee: \$10.00 (NON-REFUNDABLE)**

**SALARY:** \$22.00/ hr. (2010 Salary – NB – Part II – Cayuga County Public Health Dept.)

**VACANCIES:** The eligible list established as a result of this exam will be used to fill present and future full-time and part-time vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

**RESIDENCY:** Candidates must have been legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list 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 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS** (Candidates must meet the following requirements):  
Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Social Work **AND** currently licensed as a Licensed Master Social Worker (LMSW) by the New York State Department of Education **AND** have one (1) year of social work experience (which shall include one (1) year of clinical experience such as but not limited to: employment by a certified home health agency, long-term home health care program, Hospice, or other health care setting).

**NOTE:** Include copies of your Masters Degree in Social Work and Licensed Master Social Worker (LMSW) license with your application.

**NYS DEPT. OF CIVIL SERVICE - SOCIAL WORK DEFINITIONS:**

**PUBLIC HEALTH SOCIAL WORK** - In order to meet the definition of public health social work, candidates must work in a private or public community health program addressing individuals' health-related problems and concerns. Examples of public health programs include local Health Department Community programs, Visiting Nurse Association programs and health education programs. Experience in an inpatient setting will not usually be considered acceptable under this definition.

**PROFESSIONAL SOCIAL WORK EXPERIENCE** - Only post-MSW social work experience will be considered professional social work experience for the purpose of meeting minimum qualifications. In most cases, experience should cover a complete range of professional activities such as interviewing; planning, implementing and evaluating treatment; coordination of services and aftercare. While not considered professional social work experience for the purpose of meeting minimum qualifications, some evaluation of training and experience examinations allow candidates to earn additional credit for pre-MSW and paraprofessional work experience. Therefore, candidates should be careful to include full information on this type of experience on their application.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**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.

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

Provides social work services, where appropriate, to individuals and families receiving nursing or other services from the agency;  
Prepares social histories to aid in determining the level of agency services;  
Participates in agency care conferences identifying social problems, their severity, and their interrelatedness to the medical situation, as well as assessing the family's strengths and weaknesses and discussing alternate methods of alleviating the situation;  
Refers patients and families to community agencies;  
Keeps records and a resume of services being provided to serve in evaluating and planning the total program of the agency;  
Provides medical social work consultation to other providers within the Public Health Department to help resolve issues in their patient relationships;  
Provides social work consultation to the Cayuga County Home Care Agency staff to clients and families referred through the Cayuga County Health Department;  
Provides ongoing case management for clients seen through the certified home health agency;  
Receives referrals from the County Health Department and makes initial response through telephone contact or home visit;  
Assesses psychosocial and financial situation through telephone contact, during home visit and through family input;  
Refers patient to appropriate agencies and community services and develops a plan of service;  
Reevaluates patients needs as needed;  
Participates in patient care conferences and in staff development programs;  
Completes required forms and patient records on a timely basis;  
Serves as a liaison between the agency and social work staff in other agencies;  
Represents the agency on appropriate committees;  
May participate in disaster activities as trained and assigned;  
Performs other related duties as assigned.

**SUBJECTS OF EXAMINATION:** **THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAMINATION.**

The **EVALUATION OF TRAINING AND EXPERIENCE** is designed to assess your education and experience as they relate to the duties of the job title. Candidates who meet the minimum qualifications will be rated based on their training and experience against the background of the position. Only candidates who meet the minimum qualifications will be rated.

**Please prepare a summary of your education and training for this position.** Show all relevant, formal, college-level coursework including name and address of the institution, dates of attendance, field of study, degrees or certificates received, if appropriate, and number of semester hours completed in each subject area. Show relevant institutes, seminars, conferences, symposia, and in-service education workshops, including the dates of attendance, hours of training received, and certificates received, if any.

**For each relevant position you have held,** identify the name and address of your employer, name and title of your supervisor, your title and final average salary, the dates of your employment, (including month and year), whether the position was full or part time and the number of hours worked per week. Then describe your main duties and responsibilities and indicate the percent of time spent in each work activity. Be sure to include a complete description of your activities in the areas of health-related social work.

**For any position which involved supervision,** indicate the number, title, and degree-level (i.e. MSW or non-MSW) of the employees you supervised; describe your supervisory activities and indicate the percent of time you spent on each.

Identify and provide documentation for professional certification granted by New York State and/or national professional organizations.

**Be as specific and concrete as possible.** Ambiguity and vagueness will **NOT** be resolved in your favor. Additional information concerning a candidate's training and experience will **NOT** be accepted after the application has been rated.

---

**STANDARD INFORMATION**

**JURISDICTION:** The Cayuga County Civil Service Commission handles personnel transactions for 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

**SECTION 23.2:** This exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules, Regulations dealing with the rating of examinations will apply to this examination.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. A waiver of application fee will also be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** To obtain a copy of the Application Fee Waiver and Certification Form you may go our website: [www.co.cayuga.ny.us/civilservice](http://www.co.cayuga.ny.us/civilservice) Click on Application for Employment. Click on Application Fee Waiver Request Form. **OR** you may call/write: Cayuga County Dept. of Human Resources and Civil Service Commission, County Office Building, 2<sup>nd</sup> Floor, 160 Genesee Street, Auburn, NY 13021. Telephone: **315-253-1284**.

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. **Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Cayuga County Dept. of Human Resources and Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**VETERAN PREFERENCE:** If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you are eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** You may request these forms by calling **(315) 253-1284**, or download from our website at: [cayugacounty.us/civilservice/ccapp](http://cayugacounty.us/civilservice/ccapp). You must also include a copy of your discharge papers (for example: DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

**SPECIAL NOTICE TO ACTIVE DUTY MEMBERS OF THE ARMED FORCES:** Beginning 1/1/98, the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination application.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** 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.

**ADDITIONAL CREDITS ALLOWED CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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 a firefighter or police officer killed in the line of duty 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.

**ELIGIBLE LIST:** The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

**CHANGE OF ADDRESS:** If you move, it is your responsibility to notify the Civil Service Office of your new address.

The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

**ALTERNATE TEST DATE:** Under specific circumstances, an alternate test date may be arranged. Your request with written documentation must be received in this office no later than the Thursday preceding the exam date.

**PHOTO/SIGNATURE I.D. REQUIRED:** At time of admission, candidates will be required to bring to the examination positive identification such as a driver's license, passport, or student identification which contains a photo and your signature.

**CROSS-FILING (MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY):**

- If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

- If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the **State** examination center by calling **(518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.**

- If you have applied for another local government examination with **another local civil service agency**, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

- Attach a CROSS-FILING FORM to your Cayuga County Civil Service Application. Request this form by calling **(315) 253-1284**, or download at: <http://co.cayuga.ny.us/civilservice/ccapp>

**WEATHER EMERGENCY / EXAM CANCELLATION:** Listen to your local TV/Radio stations for information.

**TV Stations:** WSTM 3, WTVH 5, WIXT 9, Time Warner Cable 12 and 98.

**Radio Stations:** WSEN 92.1FM, WNYR 98.5FM, WALL 99.3FM, WSWF 1110AM, WGVA 1240AM, WCGR 1550AM, WAUB 1590AM, WFBL 1050AM.