

STUDENT ASSISTANCE COUNSELOR (OC)
NYS #62-157 RC/EL #20028

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held **March 28, 2020**; Last filing date **February 5, 2020**

- 1. If applying in person, completed applications must be received in the Department of Personnel no later than 5 PM EST on the last filing date.**
- 2. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
- 3. If applying by mail, completed applications must be postmarked no later than the last filing date.**

VACANCIES: Three less-than-full-time and two part-time vacancies in the Clarkstown Central School District. Two full time vacancies in the Suffern Central School District and one full time vacancy each in the Clarkstown Central School District and Nyack Public Schools. The Clarkstown Central School District and Nyack Public Schools may not be filling some of the vacancies at this time.

POSITIONS EXIST IN: The Clarkstown Central School District, Nyack Public Schools and Suffern Central School District.

RESIDENCE REQUIREMENTS: All residence requirements for this examination have been waived.

SALARY: The starting salary is \$66,630 annually for a 40 hour-work-week with the Clarkstown Central School District. Salary may be pro-rated for less-than-full time and part-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is professional work of a complex nature which involves a responsibility for individual, group and family counseling for students who show drug/alcohol abuse behavior or for those who are troubled and/or "at risk," as a supplement to the services provided by the school counseling program. The work is performed under the general supervision of a school administrator. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have:

- a. A Master's degree in Social Work and one year of full-time client contact experience in counseling, casework, mental health, probation, or social work which must have involved working with drug and/or alcohol abusing youth in a supervised setting; or
- b. A Master's degree in Counseling, School or Clinical Psychology, Psychiatric Nursing, or a related field and three years of the experience described in (a) above.

NOTE: Volunteer work experience must have included an average of twenty hours per week with at least six client contact hours per week over the course of a year in a professionally supervised setting with a minimum of two hours per week of supervision. (If claiming volunteer experience, you must complete a Volunteer Experience Form and provide letters verifying the volunteer experience. Volunteer Experience Forms are available on the Rockland County Website at www.rocklandgov.com. Click on Departments/Personnel/Guidelines & Forms/Volunteer Experience Form or at the Rockland County Department of Personnel, 50 Sanatorium Rd, Bldg. A, Pomona, NY 10970, (845) 364-3737.

(Official college transcripts must be sent directly from the school to our department no later than May 28, 2020.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT OF WRITTEN EXAMINATION:

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.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

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

Date Issued: 1/9/20