



EARLY INTERVENTION ASSISTANT (OC)
NYS #85-473 RC/EL #24069

Examination to be held **March 2, 2024**; Last filing date **January 22, 2024**

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/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

- 1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.**
- 2. If applying by mail, completed applications must be postmarked no later than the last filing date.**

POSITIONS EXIST IN: Rockland County Department of Health.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$41.72 per hour for a 35-hour-work-week with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is specialized professional early childhood work which primarily involves responsibility for providing service coordination services in an early intervention program designed to provide the direct delivery of services to children at risk for or with a disability or developmental delay under the age of three. The work is performed under the supervision of a higher-level administrator and in accordance with New York State Department of Health regulations and guidelines. Does related work as required.

When completing the application, your description of experience 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 will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: By examination date, you must have: A Master's degree or higher in Social Work, Nursing, Public Health, Special Education, Early Childhood, Psychology, Speech Pathology, Occupational Therapy or Physical Therapy and two (2) years of post-master's experience in the field of human services*, one (1) year of which must have been in the provision of service to infants and toddlers at risk for or with a disability or developmental delay.

SPECIAL REQUIREMENTS:

1. Possession of a license and current registration as a Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), Speech Pathologist, Physical Therapist, Occupational Therapist, or Registered Nurse (RN), issued by the New York State Department of Education which must also be maintained throughout the course of employment in this title, or
2. Possession of a permanent New York State license or certification from the New York State Department of Education in an area relating to the education of children with special needs. This may include certificate or license in the following areas: special education, early childhood, psychology, social work and educational administration, and
3. Service coordinators shall participate in the introductory service coordination training session sponsored or approved by the Department of Health in the first three (3) months and by no later than one (1) year of direct or contractual employment as an early intervention service coordinator, provided that training sessions are offered and accessible in locations with reasonable proximity to their place of employment at least three times annually.
4. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*Human services setting shall be defined as a public or private organization in which human services are provided, generally to prevent as well as resolve problems and to assist individuals in functioning as effectively as possible; services include but are not limited to social, economic, psychological, and/or emotional support services that are provided to clients or individuals (services are generally related to public assistance, social services, mental health, substance abuse, aging, special needs children, etc.). Human services experience involves direct contact with clients and such contact requires judgment on the part of the human services provider in interacting with or responding to clients.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date, March 22, 2024; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandgov.com/departments/personnel/guidelines-and-forms/>.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

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EARLY INTERVENTION ASSISTANT (OC) #24069 (CONTINUED)

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. Child Development – These questions test for knowledge and understanding of child development. Questions may cover such topics as psychological, social, and biological influences on a child's personality; family socialization; parent-child relationships; self-concept; normal and abnormal behavior; causes of problem behavior; influence of peers; educational and recreational activities; and the role of social interaction on cognitive development.
3. 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.
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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

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

Date Issued: 12/28/2023