

**SOCIAL SERVICES CLIENT ASSISTANT (SUBSTANCE ABUSE) (OC)**  
**NYS #63-828 RC/EL #16137**

**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 **December 10, 2016**; Last filing date **October 19, 2016**

**VACANCY:** One in the Rockland County Department of Social Services.

**POSITION EXISTS IN:** The Rockland County Department of Social Services.

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

**SALARY:** The starting salary is \$25.63/hr. for a 35-hour-work-week with the County of Rockland.

**WHAT THE JOB IS LIKE:** This is specialized social services work that involves responsibility for performing a variety of client support activities, including but not limited to reviewing and evaluating eligibility for programs and services and ensuring placement in programs, as appropriate. The work differs from that of a Social Services Client Assistant in the focus on the special needs of alcoholic and/or chemically dependent clients and liaison work with the court system. The work is performed under the direct supervision of a professional and in accordance with New York State guidelines, regulations, and departmental policies and procedures. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have:

An Associate's degree or higher and two years of work experience that substantially involved the provision of services to individuals or clients in a human services setting\*, at least one year of which must have included the direct provision of services (e.g., interviewing clients or patients, arranging for services, counseling) to alcoholic and/or chemically dependent clients, and at least six months of the experience that included the direct provision of services to alcoholic and/or chemically dependent clients must have been in a Drug Court setting.

**NOTES:**

1. Credentialing as an Alcoholism/Substance Abuse Counselor by the New York State Office of Alcohol and Substance Abuse Services may be substituted for the Associate's degree.
2. A minimum of 150 training\*\* clock hours\*\*\* in Alcohol/Substance Abuse-specific counseling from an accredited institute of learning or a NYS OASAS Certified Education and Training Provider may be substituted for the Associate's degree.

\*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 need 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.

\*\*Training in Alcohol/Substance Abuse-specific counseling must have been: (i) in accordance with the New York State Office of Alcohol and Substance Abuse Services training requirements (e.g., the NYS OASAS Training Catalog); and (ii) as provided by a NYS OASAS Certified Education and Training Provider or (iii) alcoholism and substance abuse-related courses at an accredited college or university.

\*\*\*Pursuant to the New York State Office of Alcoholism and Substance Abuse Services, "clock hours" equals the actual number of hours documented for education and training received (e.g., 9:00 am to 11:30 am = 2.5 clock hours). "Clock hours" is also equal to credits awarded after successful completion of an academic course; one college credit hour (undergraduate or graduate) equals 15 "clock hours" (e.g., 3 college credits equal 45 clock hours).

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(Official college transcripts must be sent directly from the school to our department no later than February 10, 2017.) 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](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**SUBJECT OF WRITTEN EXAMINATION:**

1. Applying information – These questions test for the ability to apply simple information. You will be given a Resource Directory that describes community agencies, their purposes and the type of client each serves. Questions describe clients with a variety of problems and situations. You must determine the appropriate referral for clients based on the services which each agency provides.
2. 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.
3. 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.
4. Working with people in human services situations – These questions test for a knowledge of general techniques used to deal with common client behaviors such as fear, hostility, shyness, resistance, defensiveness, withdrawal, anxiety and confusion.

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 "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**Date Issued: 09/30/16**