

CASEWORKER (OC)
RC/EL #18039

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 **April 21, 2018**; Last filing date **February 28, 2018**

VACANCIES: Two in the Rockland County Department of Social Services.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

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 \$30.82/hr. for a 35-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is professional-level casework of a moderately difficult nature which involves managing cases in order to provide social services while having responsibility for the well-being of public assistance clients, including financial management. Supervision is received from an employee of higher professional rank. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have:

1. A Bachelor's degree that included or was supplemented by at least 18 credits in Social Work, Psychology, or comparable curriculum; or
2. A Bachelor's degree and one year of social casework experience with an agency adhering to acceptable standards, and/or counseling experience, and/or clinical or school social work experience; or
3. A Master's degree in Social Work shall be fully qualifying.

NOTE: All experience indicated in #2, above, shall be professional-level experience and must have been gained after completion of the Bachelor's degree.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet fieldwork requirements in a timely and efficient manner.

(Official college transcripts must be sent directly from the school to our department no later than June 21, 2018.) 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.

CASEWORKER (OC) #18039 (CONTINUED)

SUBJECT OF WRITTEN EXAMINATION:

1. Establishing and maintaining effective helping relationships in a social casework setting -- These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics, and referral techniques.
2. Interviewing (Caseworker) -- These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided, and the ramifications of various interviewing principles and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.
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.

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.

STUDY GUIDE AVAILABLE: "A Guide to the Written Test for the Caseworker Series" is available at the New York State Department of Civil Service website: www.cs.ny.gov/testing/localtestguides.cfm or the Rockland County website: www.rocklandgov.com. If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Candidates who file for Caseworker examinations with more than one civil service agency will be required to use the score received in this examination subject to the following terms and conditions:

1. A candidate is permitted to take a Caseworker examination prepared by the NYS Department of Civil Service only **once** during each of the following defined periods:
January 1 – June 30
July 1 – December 31
2. A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (January 1 – June 30 or July 1 – December 31) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.
3. The candidate must inform the Rockland County Department of Personnel if he/she has previously taken a Caseworker examination in any other civil service agency and provide the location and date the examination was taken.
4. A candidate must pay application fees for each examination requiring such fees.
5. A candidate's placement on resultant eligible list(s) and duration of eligibility for appointment will be determined by the civil service agency conducting the examination(s).