



COUNTY OF ERIE - DEPARTMENT OF PERSONNEL  
invites applications for the position of:

## Psychiatric Case Manager # 70-303 PROMOTIONAL

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<b>SALARY:</b>	\$42,536.00 - \$55,066.00 Annually
<b>OPENING DATE:</b>	04/24/15
<b>CLOSING DATE:</b>	05/13/15
<b>DESCRIPTION:</b>	

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE ERIE COUNTY MEDICAL CENTER. The eligible list resulting from this examination will be used to fill future vacancies in this title and any other title deemed appropriate by the Erie County Personnel Commissioner.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

### EXAMPLES OF DUTIES:

A **Psychiatric Case Manager** performing skilled tasks in the care of inpatient or outpatient behavioral health patients at the Erie County Medical Center Corporation.

- Performs behavioral health assessments and develops treatment plans using established methodologies;
- Participates as a primary counselor to individuals, in groups and for families;
- Participates as a team member in the treatment planning process;
- Participates in the intake and screening of new patients;
- Collects and maintains appropriate data from various sources such as professional staff and patient's families to establish an overall approach to the solution of the patient's mental and social problems;
- Provides a psychosocial history for patients;
- Provides counseling services to help patients adjust to their disabilities and social environment;
- Provides individual treatment and/or crisis intervention under clinical supervision;
- Provides support and guidance to the patient's family in order to accomplish treatment goals;
- Observes and records patients' behavioral and psychiatric status, activities, responses to treatment and overall physical, behavioral and mental health condition and reports to the team;
- Modifies treatment plans as needed;
- Plans with the treatment team and with community agencies in order to relate the patient's treatment and rehabilitation program to the social situation prior to discharge;
- Coordinates outpatient services with appropriate community resources;
- Coordinates the discharge and planning for patients as assigned;
- Participates in the development and implementation of the daily program activities;
- Participates in the process of transferring patients to other levels of treatment as appropriate;
- Refers clients to other governmental and non-governmental agencies;
- Participates as a member of the team to provide quality assurance and peer-review of the treatment delivered;
- Assists in the orientation of new staff and in staff development programs and in-service training.

**QUALIFYING EXPERIENCE FOR TAKING THE TEST:** Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent

basis in the competitive class for **12 months** immediately preceding the date of the written test in a Mental Health or counseling related position that is **Job Group V, VI, VII, VIII or IX**, plus the following:  
Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work or Mental Health Counseling.

**SPECIAL REQUIREMENTS:**

1. Possession of a license and current registration as a Licensed Master Social Worker (LMSW) as issued by the New York State Education Department at time of appointment; or:
2. Possession of a Limited Permit to practice as a Licensed Master Social Worker (LMSW) as issued by the New York State Education Department at time of appointment and licensure and registration within one (1) year of appointment; or:
3. Possession of a license and current registration to practice as a Mental Health Counselor as issued by the New York State Education Department at the time of appointment; or:
4. Possession of a permit to practice as a Mental Health Counselor as issued by the New York State Education Department at the time of appointment and licensure and registration with one (1) year of appointment.

**Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.  
All subsequent transcripts must be submitted at time of interview.**

**NOTES:** **1.** Section 424-A of the Social Services Law requires that local social services district to inquire whether the applicant is the subject of an indicated child abuse or maltreatment report on file the State Central Register of Child Abuse and Maltreatment. All potential employees for this position will be requested to sign the necessary clearance form prior to being advised that they will be hired. Refusal to sign will be cause for automatic non-selection. **2.** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements. **3.** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. 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.

**SUPPLEMENTAL INFORMATION:**

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE  
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

**EXAMINATION DATE  
JUNE 6, 2016**

**APPLICATIONS MUST BE  
POSTMARKED BY  
May 13, 2016**

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 on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **CHARACTERISTICS AND PROBLEMS OF INDIVIDUALS WITH MENTAL ILLNESS:** These questions test for knowledge and understanding of the symptoms, causes, characteristics, and treatment approaches associated with mental illness.
2. **DEVELOPING & IMPLEMENTING TREATMENT IN A SOCIAL WORK PROGRAM:** These questions test for knowledge, understanding, and ability to apply social work concepts, theories, principles, and practices in a mental hygiene program which provides services to clients who have various mental hygiene conditions such as mental illness, developmental disabilities or addiction. Questions may cover such topics as assessment, development, and implementation of treatment; coordination of treatment; evaluation of treatment; coordination of services; social work standards; roles of treatment team members; individual, family, and group counseling; community services; behavior management; crisis intervention; and patient/client advocacy.
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 INDIVIDUALS TO PROMOTE MENTAL HEALTH:** These questions test for knowledge of characteristics, causes and treatment methods associated with chronic mental illness and/or addiction. Questions cover such topics as establishing, maintaining and terminating client relationships; recognizing, interpreting, and responding to individual and group behaviors; providing access to essential services such as financial, housing, medical, educational, legal, vocational, and recreational; and eligibility criteria of programs and agencies offering such services.

**NOTICE TO CANDIDATES:** Unless otherwise noted, 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", or any similar devices are prohibited. You may not bring books or other reference materials.

**NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE**  
***(See Below)***

**(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**

**INFORMATION FOR PROMOTION CANDIDATES**

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

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**RATINGS REQUIRED:** Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows: Seniority: For each year of service in the classified service:

Less than 1 year.....	0 points
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years.....	5 points

**VETERANS:** Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. **\*\*For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.\*\*** The Cross-Filer Form is found online at: [www2.erie.gov/employment/index.php?q=applications](http://www2.erie.gov/employment/index.php?q=applications) or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

**MILITARY STATUS:** Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

**ADMISSION TO EXAMINATION:** Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

**SPECIAL ARRANGEMENTS:** Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and

physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

**TRAINING AND EXPERIENCE:** If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

**ELIGIBILITY FOR EXAMINATION:** You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

**NOTICE:** Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

**APPLICATION FORMS:** You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

**\*\*IMPORTANT APPLICATION FEE –  
READ CAREFULLY\*\***

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service,  
and held in compliance with the New York State Civil Service Law  
and the rules and regulations of the New York State Department of Civil Service.