

OSWEGO COUNTY



DEPARTMENT OF PERSONNEL
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8367 + FAX: (315) 349-8254
oswegocounty.com/personnel

EXAMINATION ANNOUNCEMENT

SOCIAL WORKER

EXAMINATION NUMBER: 95108 (Open to the Public)
LAST FILING DATE: Wednesday, May 10, 2008 (Applications will **NOT** be accepted after this date)
EXAM FEE: \$15.00 (NON-REFUNDABLE)

2007 PAY RATE: \$19.73 per hour.

JOB DESCRIPTION: This is a professional position providing social work services to patients of various programs of the Oswego County Public Health Department, including the Hospice, the Certified Home Health Agency, and the Long-Term Home Health Care Program. The incumbent exercises independent judgment in helping patients and families adjust to their situations and sustain patients at home, by providing appropriate counseling, emotional support, crisis intervention, and advocacy with community agencies. The work is performed under the general supervision of a Supervising Public Health Nurse. The incumbent does related work as required.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam.

MINIMUM QUALIFICATIONS: Possession of a master's degree in social work from a graduate school of social work approved by the NYS Education Department and current professional certification as a Social Worker granted by the NYS Education Department.

SPECIAL REQUIREMENT: Must have transportation available to perform the duties of the position.

SCOPE OF THE EXAM: There will be no written test. The only subject of examination will be an evaluation of your training and experience. The **Evaluation of Training and Experience** is designed to assess your education and experience as they relate to the duties of the job title. Candidates who meet the minimum qualifications will be rated based on their training and experience against the background of the position. Only candidates who meet the minimum qualifications will be rated. Please prepare a summary of your education and training for this position. Show all relevant, formal, college-level coursework including name and address of the institution, dates of attendance, field of study, degrees or certificates received, if appropriate, and number of semester hours completed in each subject area. Show relevant institutes, seminars, conferences, symposia, and inservice education workshops, including the dates of attendance, hours of training received, and certificates received, if any. For each relevant position you have held, identify the name and address of your employer, name and title of your supervisor, your title and final average salary, the dates of your employment, (including month and year), whether the position was full or part-time and the numbers of hours worked per week. Then describe your main duties and responsibilities and indicate the percent of time spent in each work activity. Be sure to include a complete description of your activities in the areas of health-related social work. For any position which involved supervision, indicate the number, title, and degree-level (i.e. MSW or non-MSW) of the employees you supervised; describe your supervisory activities and indicate the

percent of time you spent on each. Identify and provide documentation for professional certification granted by New York State and/or national professional organizations. Be as specific and concrete as possible. Ambiguity and vagueness will **not** be resolved in your favor. Additional information concerning a candidate's training and experience will **not** be accepted after the application has been rated.

EXAM FEES: A non-refundable fee of \$15.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the "Application for Exam or Employment" for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. 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. No refunds will be made to applicants who are disqualified or fail to appear.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free (877) 697-5627 (press 2, then press 1) no later than two weeks before the test date.
- If you have applied for multiple Local exams you must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. For Oswego County examinations complete a "[Cross Filer Notification](#)" form, available at the Oswego County Department of Personnel or online at oswegocounty.com/personnel/forms.html, and send to Oswego County Department of Personnel, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or call (315) 349-8367. If you are taking multiple exams on the same date with the Oswego County Personnel Department only, you do not have to file a cross filer form.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Department of Personnel before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail or via facsimile after the last file date will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: March 13, 2008
Maureen J. Sullivan
Director of Personnel

GENERAL INSTRUCTIONS

1. Applications and additional information is available at the Department of Personnel, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling 349-8367, or on the web at **www.oswegocounty.com**.
2. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
3. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
4. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
5. Active service members, veterans or disabled veterans desiring to claim additional credit may submit Veteran's Credit forms prior to the establishment of the eligible list resulting from this exam. Forms are available upon request at the Department of Personnel.
6. Military Service members on active duty on the exam date may request a military makeup exam, call 349-8367. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
7. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
8. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.