



# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

### EARLY CARE SERVICES COORDINATOR-#67936

**Filing Date:**

Applications received by mail must be postmarked no later than **09/02/2022**.

Applications submitted electronically must be completed no later than **09/02/2022 11:59 PM**

**Exam Date:**

Examinations will be held on **10/22/2022 08:30 AM**

**Salary:**

**\$33.40 - \$36.89 per hour**

**Vacancy:** The resulting Eligible List may be used to fill vacancies which may occur within the Cattaraugus County Health Department, Olean, NY; there currently exists one opening.

**Fee Required:** The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars (\$15)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". **Cash Will Not Be Accepted.** Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, Do Not Apply for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:

<https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

**Residency:** Preference in appointment may be given to successful candidates who have been, at the time of examination and for at least one month prior thereto, a resident of the jurisdiction in which the vacancy exists.

**Minimum Qualifications:**

- A) Possession of a bachelor's degree in a health or human services field; OR
- B) Possession of an associate degree in a health or human service field and one (1) year of experience in service coordination activities\*; OR
- C) One (1) year of experience in service coordination activities and an additional one (1) year of experience in a service setting with infants and toddlers with developmental delays or disabilities; OR
- D) Two (2) years of experience in service coordination activities.

NOTE: Voluntary or part-time experience which can be verified will be accepted on a pro rata basis.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** Participation in introductory service coordination training pursuant to Section 69-4.4 of Article 25 of the New York State Public Health Law.

*\*Service Coordination Activities shall include:*

- a) Coordinating the performance of evaluations and assessments;
- b) Facilitating and participating in the development, review and evaluation of Individualized Family Service Plans;
- c) Assisting families in identifying service providers;
- d) Coordinating and monitoring the delivery of services;
- e) Informing families of the availability of advocacy services;
- f) Coordinating with medical and health care providers, including a referral to appropriate primary health care providers as needed;
- g) Facilitating the development of a transition plan to preschool services if appropriate or to other available supports and services.

**Duties:** This position is responsible for fulfilling those functions and activities necessary to assist and enable eligible infant, toddler and parent to receive the rights, procedural safeguards and services that are authorized to be provided under state and federal law, including other services not required under the EIP (Early Intervention Program), but for which the family may be eligible. The work is performed under the general direction of the Early Intervention Official. Wide latitude is permitted for the exercise of independent judgement. An Early Care Services Coordinator does related work as required.

**Subject of Examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas:

**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.

**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.

**Working with individuals to promote mental health** - These questions test for knowledge of characteristics, causes and treatment methods associated with working with individuals who may have mental, developmental, physical, social and substance abuse disorders and/or disabilities. Questions cover such topics as establishing, maintaining and terminating client relationships; recognizing, interpreting, and responding to individual and group behaviors, as well as crisis situations; and facilitating access to essential services such as financial, housing, medical, educational, legal, vocational, and recreational.

**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.

**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>.

Use of calculators is **allowed** for this examination.

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 examinations will apply to this examination.

Applications will be accepted up to **September 2, 2022**, and may be obtained from the Cattaraugus County Civil Service website at: <https://www.cattco.org/human-resources/exam-info#application>.

Issued: August 3, 2022

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application(s).

**CANDIDATES PLEASE NOTE:** Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *No credit may be granted after the establishment of the list.* It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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.

**APPLICATION REVIEW TOLERANCE POLICY-**For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions: 1) Candidates will be given a maximum tolerance of one (1) month. 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience. 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information). 4) Tolerance Policy does not apply where required work experience is set forth by law or rules. 5) Tolerance Policy does not apply to enable applicants to meet residence requirements. 6) Experience gained after filing date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315