NOTICE OF EXAMINATION

SOCIAL WORKER
Exam No. 8021

WHEN TO APPLY: From: November 1, 2017 To: November 21, 2017
APPLICATION FEE: $68.00

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Social Workers, under supervision with some latitude for independent judgment and decision making, provide psycho-social services in such settings as social services centers, jails and prisons, healthcare and shelter facilities; provide services to individual clients/patients, or to families and/or other groups of adults/children, utilizing casework, group work or community organization methodologies; or perform program evaluation or social work planning for the agency. All Social Workers perform related work.

Special Working Conditions: Social Workers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Social Workers and environmental conditions experienced are: traveling by public transportation and/or by foot in varying weather conditions; may walk up to six flights of stairs to make field visits.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is $47,549 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens
118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 7, 2017, Friday, November 10, 2017 and Saturday, November 11, 2017.
Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans’ or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your “Application for Examination.”

HOW TO QUALIFY: You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified,” your application fee will not be refunded and you will not receive a score.

Education Requirement:

A master’s degree in social work from an accredited school of social work.

The education requirement must be met by January 31, 2018.

The school of social work must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after January 31, 2018.

License Requirement: You will be required to have a valid Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) license issued by the New York State Department of Education within one year of the date of appointment. This license must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received. This license must be maintained for the duration of your employment.

If you fail to obtain your LMSW or LCSW license within one year of the date of appointment, your probationary period will be automatically extended for six months. If you fail to obtain the required license by the end of 18 months of service, you will be terminated.

Additional Information: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide central register of child abuse and maltreatment. Candidates who have been the subject of such a report will not be assigned to any position which requires child-care responsibilities.

The Protection of People with Special Needs Act: Article 20 of the Executive Law and Article 11 of the Social Services Law require an authorized agency to inquire whether a candidate for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect. Candidates who have substantiated/indicated cases on file with the statewide register known as the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs will not be assigned to such a position.

The Prison Rape Elimination Act (PREA): Appointment into positions at certain agencies may be subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), 28 C.F.R. Sections 115.17 and 115.317 On Hiring and Promotion. As per PREA, these agencies will not hire or promote anyone who may have contact with inmates, detainees, and/or residents, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED INFORMATION:

1. Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Affirmation Form**: The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.

3. **Education and Experience Test**: Fill out Sections A.1 (if applicable), A.5, B (if applicable), C (if applicable), and D (if applicable). This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

4. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements)**: If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "document-by-document" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST**: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education requirement listed on page 2. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

- If you have satisfactory full-time experience in social work subsequent to receiving the master’s degree in social work, in a recognized child welfare, adult or family services agency, or in a hospital, mental health, school, jail or prison setting for:
  - At least 1 year but less than 3 years: 10 points
  - At least 3 years but less than 5 years: 20 points
  - 5 or more years: 30 points

- If you possess one of the following licenses issued by the New York State Education Department:
  - Licensed Master Social Worker (LMSW): 5 points
  - Licensed Clinical Social Worker (LCSW): 10 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

You must clearly specify in detail all of your relevant experience and license on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for experience or a license which you obtain after the end of the Application Period.

**Experience and license must be obtained by the last day of the Application Period (November 21, 2017).**

**THE TEST RESULTS**: If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS**: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION**:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification.
Selective Certification to fill Certain Positions in NYC Correctional System Facilities: If you have 6 months of full-time satisfactory social work experience subsequent to receiving the master’s degree in social work working with inmates in a correctional setting, and/or working with a criminal justice population (including parole/probation), or a forensic mental health population, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "RJK" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification to fill Certain Positions in Mental Health: If you have one year of full-time satisfactory social work experience subsequent to receiving the master’s degree in social work working in a mental health program, providing services to individuals with diagnosed mental illness, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "MMH" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification to fill Certain Positions in Homeless and Assisted Outpatient Treatment Programs: If you have two years of full-time satisfactory social work experience subsequent to receiving the master’s degree in social work providing direct service to homeless or assisted outpatient populations, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "HOT" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification to fill Certain Positions in Health and Criminal Justice Initiatives: If you have two years of full-time satisfactory social work experience subsequent to receiving the master’s degree in social work collaborating with law enforcement or other criminal justice entities involved in treating people with health and mental health issues, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "HCJ" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification to fill Certain Positions in Substance Misuse Prevention and Control: If you have two years of full-time satisfactory social work experience subsequent to receiving the master’s degree in social work providing direct service to people with mental illness involved in substance misuse and abuse, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, state "SMP" in Section D of the Education and Experience Test. Your experience will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52613; Social Service Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas