



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### CHILD AND FAMILY SPECIALIST

Exam No. 9022

**WHEN TO APPLY:** From: November 7, 2018

**APPLICATION FEE:** \$85.00

To: November 27, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Child and Family Specialists, under general supervision, in the Administration for Children's Services (ACS), work in child protection, family permanency, family support and community affairs; facilitate child safety and other family team conferences at critical case decision points; develop a safety plan for children assessed to be unsafe and at risk; assess the service needs and serve as a resource for children, families and providers; make recommendations for appropriate foster care system placement and services; and advocate best practices and decisions for children and families. All Child and Family Specialists perform related work.

#### Special Working Conditions:

Child And Family Specialists may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 \$70,900 per annum. This rate is subject to change.

#### HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will **not** receive credit for education or experience which you obtain after the end of the Application Period (November 27, 2018).

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

By the **last day of the Application Period** you must have:

A Master's degree in social work (MSW) from an accredited school of social work and **one** of the following:

1. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW) **and** at least one year of satisfactory full-time post-graduate experience that includes substantial experience in one or more of the following modalities of practice: facilitation of family team conferences or family group decision-making meetings utilizing a conferencing model which emphasizes family engagement and consensus-based decision-making; clinical group work with children, youth, parents or individual families; or the conduct of professional training on topics relating to child and family services; or

2. A valid New York State Registration as a Licensed Master of Social Work (LMSW) **and** at least three years of the experience required in "1" above. Up to two years of this experience may have been in the supervision of social work practice areas described in "1" above; or

3. At least three years of the experience required in "1" above. In addition, a valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work (LMSW) must be obtained within one year of appointment. Employees who fail to obtain their LCSW or LMSW within one year after appointment may have their probationary periods extended for no more than six months. Failure to obtain the LCSW or LMSW by the end of the probationary period will result in dismissal.

**All experience must have been acquired after the MSW was awarded.**

**The education and experience requirements must be met by the last day of the Application Period (November 27, 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).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education or experience which you obtain after the end of the Application Period (November 27, 2018).

**Drug Screening Requirement:** Eligible candidates will be required to undergo a drug screening prior to appointment.

**Assignment Of Duties:**

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

**The Protection Of People With Special Needs Act:**

Article 20 of the Executive Law and Article 11 of the Social Service Law requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by an authorized agency.

**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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**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](http://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 file 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 two (2) business days 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 file 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	Brooklyn	Queens	Staten Island
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375	135 Canal Street 3rd Floor Staten Island, NY 10304

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, November 10, 2018, Monday, November 12, 2018 and Thursday, November 22, 2018.**

**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](http://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."

**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, 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 Department of Citywide Administrative Services (DCAS) website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://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 DCAS no later than eight weeks from the last day of the application period.

### 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 and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

<b>If you have satisfactory full-time post-graduate experience facilitating family team conferences or family group decision-making meetings utilizing a conferencing model which emphasizes family engagement and consensus-based decision-making; performing clinical group work with children, youth, parents or individual families; or conducting professional training on topics relating to child and family services for:</b>	<b>You will receive:</b>
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

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. **All experience must have been acquired after the MSW was awarded. Experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period.** You will **not** receive credit for experience which you obtain **after** the end of the application period. Experience must be obtained **by the last day of the Application period.**

### 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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

### THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on the eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: [http://www.nyc.gov/html/dcas/html/work/civilservice\\_1.shtml](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

### ADDITIONAL INFORMATION:

**Selective Certification for Special Experience:** If you have the experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring such experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Municipal Experience:** If you have at least one (1) year of satisfactory full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state **"MGE"** in Section D of the Education and Experience Test.

**Selective Certification for Positions Requiring Family Screening and Assessment Experience:** If you have at least one (1) year of satisfactory full-time experience conducting screenings and assessments of youth at risk of court involvement and their families and providing referrals for appropriate preventative services and therapeutic interventions, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state **"FSA"** in Section D of the Education and Experience Test.

**Selective Certification for Positions Requiring Experience in Planning and Facilitating Family Engagement Meetings and Conferences:** If you have at least one (1) year of satisfactory full-time experience planning and facilitating transition meetings, support meetings, and Family Team Conferences for post-adjudicated youth and their families, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state **"PFF"** in Section D of the Education and Experience Test.

**Selective Certification for Positions Requiring Experience in Family Group Decision-Making and Facilitating Family Engagement and Conferences:** If you have at least one (1) year of satisfactory full-time experience facilitating Family Team Conferences to develop safety plans for children who are assessed to be unsafe or at risk, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state **"FFE"** in Section D of the Education and Experience Test.

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian **"ALB"**, Arabic **"ARA"**, Bengali **"BEN"**, Bosnian/Serbo-Croatian **"SRC"**, Chinese (Cantonese) **"CAN"**, Chinese (Mandarin) **"MAN"**, French **"FRE"**, Greek **"GRE"**, Haitian/Creole **"CRE"**, Hindi **"HIN"**, Italian **"ITA"**, Japanese **"JPN"**, Korean **"KOR"**, Portuguese **"POR"**, Polish **"POL"**, Russian **"RUS"**, Spanish **"SPA"**, Tibetan **"TIB"**, Urdu **"URD"**, Vietnamese **"VIE"**, West African Languages (e.g., Ibo **"IBO"**, Swahili **"SWA"**, Yoruba **"YOR"**), Yiddish **"YDD"** and/or you know American Sign Language **"ASL"**, 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. If you wish to apply for this Selective Certification, state the three-letter code next to the language you speak in Section D of the Education and Experience Test.

**Note:** These requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements 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 specific selective certification(s) on your correspondence.

**Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$87.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

**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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 52408; Social Service Occupational Group.

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