



HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 + FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

MEDICAL SOCIAL WORKER (CORRECTIONAL FACILITY)

EXAMINATION NUMBER: 95121 (Open to the Public)

LAST FILING DATE: Wednesday, February 24, 2021 (Applications will **NOT** be accepted after this date)

EXAM FEE: \$20.00 (FEE IS NON-REFUNDABLE)

\$10.00 (Oswego County CSEA - CO-OP and Silver Star employees ONLY)

Checks or Money Orders should be made out to "Oswego County". Exam fees for applications completed through our online portal can be paid online with a Visa, Mastercard, Discover or American Express credit card. Cash will **NOT** be accepted.

PAY RATE: \$28.88 per hour.

JOB DESCRIPTION: This is a professional position providing medical social work services to inmates of the Oswego County Correctional Facility. Work is performed in accordance with established rules, regulations and the standard practices of the profession with considerable latitude for the exercise of professional judgment in the assessment, monitoring, therapeutic treatment and education of inmates. The work is performed under the general supervision of the Jail Physician. 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:

Education, specialized background, training and experience.

Possession of a license as a Master Social Worker or Clinical Social Worker granted by the New York State Education Department and two (2) years of professional social work experience in a hospital or medical setting.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

SCOPE OF THE WRITTEN EXAM: There is no written exam for Medical Social Worker (Correctional Facility). The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and

dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **summary of experience**, you must specify your dates of employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will **not** be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

ILLUSTRATIVE DUTIES:

- Provides clinical assessment of inmate risk factors and potential for suicide and reports assessment findings and recommendations for intervention and supervision as a follow up to Correction Officer screenings;
- Participates in the intake and screening of new inmates;
- Provides psychological or psychosocial assessments of all inmates;
- Participates as part of the medical team at the Oswego County Correctional Facility;
- Refers inmates to the medical team for possible psychopharmacology treatment as appropriate;
- Collaborates with community agencies to plan for the successful reintegration of inmates back into the community;
- Provides therapeutic intervention through counseling and education to maximize coping skills;
- Promotes self-determination and self-advocacy;
- Collects and maintains appropriate data from correctional staff regarding inmates' mental and social problems;
- Prepares and maintains inmate treatment records and other reports, as required;
- Performs other related duties as assigned.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

EXAM FEES: A non-refundable fee of \$20.00/\$10.00 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. When completing the application through our online portal you will have the option to pay online with a Visa, Mastercard, Discover or American Express credit card. 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, fail to appear, or if application is received after the last file date.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department or through the online portal 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, e-mail, or via facsimile must be received before the close of business at 5:00 p.m. on the last file date or they will not be accepted.

ELIGIBLE LISTS: Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one (1) year.

ISSUED: February 1, 2021
Julie A. Bell
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. 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.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
6. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
7. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
8. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
9. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
10. 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.
11. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
12. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
13. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
14. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
15. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.