

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE
announces CONTINUOUS RECRUITMENT EXAMINATION FOR
CASEWORKER TRAINEE

Updated: 6/20/19

Applications accepted continuously

The exam will be scheduled on Saturday providing there are other civil service exams already scheduled.

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: **EXAMINATION FEE:** A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee MUST accompany your application. Send or deliver your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED****** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.

LOCATION OF POSITIONS: Delaware County Department of Social Services, Delhi, New York

SALARY: \$39,480

DUTIES: This is a trainee position in the competitive class for which candidates are selected to serve a term of appointment for one year. An appointee who satisfactorily completes one year of permanent competitive class service as a Caseworker Trainee will be advanced to the position of Caseworker without further examination. The incumbent learns how to formulate and carry out plans to meet the individual problems of the cases assigned. The work involves providing limited professional casework services to clients and their families in a local social services district while undergoing extensive formal and informal in-service training in applicable laws, regulations and social casework practices and procedures. Incumbents must be able to work and stay calm in stressful situations particularly those requiring crisis intervention. The work is performed under the direct supervision of a caseworker or other supervisory or administrative staff. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

NOTE: A Bachelor's Degree in Human Services is preferred. Human Services are defined as social work, psychology, early childhood development, mental health, developmental disabilities, gerontology or related field.

NOTE: Certain assignments made to employees in this class require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Candidates claiming college credits **MUST** submit a copy of their official transcript(s).

RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.

NOTE: Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

A "Guide to Taking the Written Test for Caseworker" is available containing sample test questions and solutions, similar to the questions that will appear on the exam. Candidates who wish a copy of the Guide should call or write: the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-832-3678) or access our web site at www.co.delaware.ny.us click on departments and then personnel.

The NYS Civil Service Department publication "How to Take a Written Test" is available on and can be fully downloaded from the Department's web site at www.co.delaware.ny.us click on departments and then personnel.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **Establishing and Maintaining Effective Helping Relationships in a Social Casework Setting:** These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics and referral techniques.

2. **Interviewing:** These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided and the ramifications of various interviewing principles and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.

3. **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 and then asked to choose from four suggestions the order for the sentences.

Suffolk County Ny Caseworker Trainee Test

Rachel S Tattersall



Suffolk County Ny Caseworker Trainee Test:

Social Casework ,1962 *The Test of Our Progress* Corrine M. Yu,William L. Taylor,1999 The first part of this report consists of the findings of the Citizens Commission on Civil Rights on the record of the Clinton administration on civil rights Six years into President Clinton s term he continues to speak with understanding and empathy about the plight of people trapped in racial and ethnic isolation but his administration has yet to provide clear direction with respect to civil rights Some recommendations are made for policy to support equal opportunity These include policies to renew the national commitment to civil rights and to address basic and critical needs such as nutrition job training and education Major efforts are urged to ensure equal education with re examination of school segregation and attention to the needs of children of Limited English Proficiency LEP The second part of the report contains working papers prepared for this report by leading civil rights and public interest experts Of the 22 chapters within part 2 there are 5 which concentrate on education These chapters are 1 The Clinton Administration s Record on Equal Educational Opportunity in Elementary and Secondary Education Dennis Parker 2 Inclusion of Limited English Proficient Students in Title I An Assessment of Current Practice Diane August Dianne Piche and Roger Rice 3 Federal Title VI Policy and LEP Pupils Peter D Roos 4 Minority Access to Higher Education Deborah J Wilds and Diane C Hampton and 5 The Continuing Challenge Gender Equity in Education and the Clinton Administration Verna L Williams Leslie T Annexstein and Needa Chaudhry SLD

Child abuse and neglect programs ,1978 **Clark's Digest-annotator** George Clark,1968 **Reports of Cases Argued and Determined in the Commission of Appeals of the State of New York** New York (State). Court of Appeals,1970 Reports of Cases Decided in the Court of Appeals of the State of New York New York (State). Court of Appeals,1970 The Biographic Register of the Department of State United States. Department of State,1969 The Biographic Register United States. Department of State,1969 The Adoption Directory Ellen Paul,1995 Provides information on adoption state statutes on adoption public and private adoption agencies foreign requirements foster parenting and support groups **The Biographic Register** ,1969 Who's who in the East ,1985 Crime and Delinquency Abstracts and Current Projects ,1963 **Department of State Publication** ,1948 *Biographic Register* United States. Department of State,1970 Catalogue ... with Announcements Fordham College,1931 **Crime and Delinquency Abstracts** ,1966 **Child Abuse and Neglect Programs** ,1978 **Better Times** ,1957 **American Men of Science** ,1968 Who's who of American Women ,1984

The Enigmatic Realm of **Suffolk County Ny Caseworker Trainee Test**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Suffolk County Ny Caseworker Trainee Test** a literary masterpiece penned by way of a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting affect the hearts and minds of people who partake in its reading experience.

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