

CASEWORKER (SPANISH SPEAKING) (OC)
RC/EL # CR-10

Applications are accepted continuously pursuant to the following schedule:

Examination to be held:
July 16, 2022; Last Filing Date June 16, 2022
January 7, 2023; Last Filing Date December 8, 2022

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. **If applying on-line, completed applications must be submitted by 11:59 PM EST on the on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the on the last filing date.**

POSITIONS EXIST IN: Positions are available from time to time in the **Rockland County Department of Social Services** and the **Rockland County Office for the Aging**.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies within the agencies listed.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: As of January 1, 2022, the starting salary is \$34.36/hr. for a 35-hour work week with the County of Rockland.

WHAT THE JOB IS LIKE: This is professional-level casework of a moderately difficult nature which involves managing cases in order to provide social services while having responsibility for the well-being of primarily Spanish speaking clients, including financial management. The work is distinguished from that of a Caseworker in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated below in the Notes. Supervision is received from a higher-level casework professional. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have:

1. A Bachelor's degree that included or was supplemented by at least eighteen (18) credits in Social Work, Psychology, or comparable curriculum; or
2. A Bachelor's degree and one (1) year of social casework experience with an agency adhering to acceptable standards, and/or counseling experience, and/or clinical or school social work experience; or
3. A Master's degree in Social Work shall be fully qualifying.

NOTE: All experience indicated in #2, above, shall be professional-level experience and must have been gained after completion of the Bachelor's degree.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet fieldwork requirements in a timely and efficient manner.

NOTE: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

NOTE: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the last filing date; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

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CASEWORKER (SPANISH SPEAKING) (OC) CR- 10 (CONTINUED)

SUBJECTS OF EXAMINATION: This examination will consist of two parts:

1. A weighted multiple-choice written test, and
2. A qualifying Spanish Language Oral Proficiency Test.

A. -WRITTEN TEST-

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 (Caseworker) – 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.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION

STUDY GUIDE AVAILABLE: "A Guide to the Written Test for the Caseworker Series" is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County website: www.rocklandgov.com. If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

B. -ORAL PERFORMANCE TEST-

The qualifying Spanish Language Oral Proficiency Test is designed to evaluate the candidate's proficiency in the Spanish language at a Level III. Only a sufficient number of candidates needed to fill the present vacancies will be called to take part in this qualifying portion of the examination **to be held at a later date**. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be invited to take the qualifying oral test. Candidates must pass both parts of this examination in order to be eligible for appointment. This Language Oral Proficiency Test is held on a pass-fail basis. The qualifying language oral proficiency test will be waived for candidates who have previously passed an oral test at the required proficiency level given under the direction of this department or in any local jurisdiction in New York State within the past five years. **If you wish a waiver of the oral portion, submit a request within thirty days of the written test to our department indicating the title, number of the test and the jurisdiction for which it was held.** Those who receive written notification of failing the oral test, may make a request in writing within thirty days for a retest. The Rockland County Department of Personnel reserves the right to offer one more retest to all those candidates who failed or failed to appear for the first oral language proficiency test. Retests will not be scheduled until all passing candidates have been given an opportunity for testing. A candidate must qualify on both portions of the examination for his/her name to be placed on the resulting eligible list.

STATEMENT PERTAINING TO CASEWORKER EXAMINATIONS:

Candidates who file for Caseworker examinations with more than one civil service agency will be required to use the score received in this examination subject to the following terms and conditions:

1. A candidate is permitted to take a Caseworker examination prepared by the NYS Department of Civil Service only **once** during each of the following defined periods:
July 1 – December 31
January 1 – June 30
2. A candidate who applies and is approved for more than one Caseworker examination during the same six-month period (July 1 – December 31 or January 1 – June 30) is required to use the score resulting from a single test administration for all examinations held during the same six-month period.
3. The candidate must inform the Rockland County Department of Personnel if he/she has previously taken a Caseworker examination in any other civil service agency and provide the location and date the examination was taken.
4. A candidate must pay application fees for each examination requiring such fees.
5. A candidate's placement on the resulting eligible list(s) and duration of eligibility for appointment will be determined by the civil service agency conducting the examination(s).

****IMPORTANT CANDIDATE NOTICE****

Candidates who have taken a Caseworker examination within the last six months should submit a statement with the application clearly indicating where and when the examination was taken.

ELIGIBLE LIST: This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Successful candidates will have their names placed on an eligible list for this title in order of their ranking, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of successful candidates will remain on the list for one (1) year to fill present and future vacancies.