



Open To The Public

Examination No. and Title	Salary Grade	Salary	Non-Refundable Processing Fee
25-816 Mental Health Therapy Aide Trainee	Equated to G-7*	\$29,864	\$25
25-817 Mental Health Therapy Aide Trainee (Chinese Language)	Equated to G-7*	\$29,864	
25-818 Mental Health Therapy Aide Trainee (Korean Language)	Equated to G-7*	\$29,864	
25-820 Mental Health Therapy Aide Trainee (Russian Language)	Equated to G-7*	\$29,864	
25-821 Mental Health Therapy Aide Trainee (Spanish Language)	Equated to G-7*	\$29,864	

Written Test To Be Held
SEPTEMBER 13, 2014**

Applications MUST Be Submitted or Postmarked By
JULY 30, 2014

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

**Due to the number of candidates who may apply for these examinations, you may be assigned to appear to be tested in either a Saturday, September 13 or Sunday, September 14, 2014 testing session in either the morning or the afternoon. If more than 12,000 applications are received, some candidates may be assigned to a Saturday, September 20, 2014 test date for either a morning or afternoon session. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time. Please refer to the "Admission to Examination" on page 2.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

*As a Mental Health Therapy Aide Trainee, you would participate in a 12-month traineeship. At the successful conclusion of your traineeship, you would advance without further examination to Grade 9 (Beginning Salary \$33,306, Job Rate \$40,936).

An appointee's performance in the trainee position and in prescribed training and development programs will be observed and evaluated. The prescribed training and development programs will include extensive on-the-job training and carefully designed and monitored work experience. An appointee not meeting required standards can be terminated at any time after the initial four (4) weeks and before completion of the traineeship.

Initial training will be on the day shift; in order to be included in canvasses for these positions please ensure your shift preference includes day shift. However, you should be aware that at the conclusion of your initial training period the permanent assignment for your position may be to any shift, and is likely to be for the evening or night shift with weekend hours required. Candidates must be able to work any shift.

MINIMUM QUALIFICATIONS: On or before September 13, 2014, you must have graduated from high school or have earned a high school equivalency diploma (such as a GED) or higher.

NOTES:

- Education Requirement:** Your high school diploma or equivalency diploma must have been awarded by a high school or educational institution or one recognized by the NYS Education Department as following acceptable educational practices. If your high school diploma was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Albany, New York 12239. Attention: S1LAC. You must include the name and location of the high school or governmental authority that granted the diploma in the "Education" section of your application.
- Background Investigation/Justice Center Review:** The names of all prospective employees **will be:**
 - Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR will be advised in writing of their being indicated, and any appeals process available to them, by the SCR; prospective employees indicated on the SCR may be disqualified from appointment from the eligible list(s) for the title(s), if applicable. Each case will be determined on its own merits, consistent with New York State Social Services Law §424-A and OCFSS recommended guidelines;
 - Investigated through a Criminal Background Check (CBC). For appointments at the **Office of Mental Health**, this will also include State and Federal FBI Criminal History Record Checks. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal laws.

You will be responsible for payment of all required fees.
- Medicaid and Medicare:** In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
- Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include a physical fitness test, a medical standards evaluation, and a substance abuse screening. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.
- Drug Testing:** Prior to appointment, you will have to participate in a drug screening test and are responsible for the clinical lab fee. Failure to meet the standards may result in your disqualification.

One processing fee must accompany your application for either one or more of these examinations.

NOTES: (Continued)

6. **License Requirement:** Depending on assignment, you may be required to possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
7. **Language Proficiency:** If you are considered for appointment to a language parenthetic, you will be required to pass a performance test to demonstrate your proficiency in the language. Proficiency must be at a level that will ensure your ability to properly perform the duties of the position. If other language parenthetic positions are established, the examination for Nos. 25-816 and 00-282 Mental Health Therapy Aide Trainee will be used to fill those positions.
8. If you submit an application for any language parenthetic listed on this announcement, an application will automatically be submitted for you for 25-816, Mental Health Therapy Aide Trainee at no additional cost.
9. **Transition Examinations** are also being offered for qualified employees of the NYS Office of Mental Health: Nos. 00-282 Mental Health Therapy Aide Trainee; 00-283 Mental Health Therapy Aide Trainee (Chinese Language); 00-284 Mental Health Therapy Aide Trainee (Korean Language); 00-286 Mental Health Therapy Aide Trainee (Russian Language); 00-287 Mental Health Therapy Aide Trainee (Spanish Language).
10. **Important:** As the processing fee is non-refundable, verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.
11. New York State residence is not required.

THE POSITIONS: These positions are located in the New York State Office of Mental Health (OMH) throughout New York State, the State University of New York (SUNY) Upstate Medical University, SUNY Downstate Medical University, and SUNY Stony Brook.

DUTIES: As a **Mental Health Therapy Aide Trainee**, you would provide direct services, treatment, rehabilitation, and support to individuals diagnosed with mental illness that receive services in an institutional or community-based setting. You would help individuals to participate in games and recreational programs; coach and encourage individuals to develop daily living skills; and provide a clean, safe, and comfortable environment. You would work with other staff to develop, carry out, and record care plans, and, in accordance with special instructions, you may administer medication. This position may be physically demanding. You would need to be prepared to act to ensure the health and safety of patients and staff in emergency situations. You must be able to do such things as bend, stretch, and stand for long periods of time.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Dealing with daily situations in an OMH setting** – These questions test for the ability to apply common sense in dealing with daily situations encountered by Aides in OMH settings. No specific knowledge or training is needed to answer these questions.
2. **Observing and recording situations of daily living** – These questions test for the ability to accurately observe and record situations of daily living. Candidates will be given a brief description of a situation of daily living, followed by a number of sentences. Candidates must indicate whether or not the sentences factually and accurately describe the situation presented.
3. **Understanding and applying written instructional material** – These questions test for the ability to understand and apply written instructional material. Each question has two parts. The first part presents a short piece of instructional information. The second part describes a related situation. For each question, candidates must pick the one best answer, based on the instructional material and the situation presented.
4. **Arithmetic for daily living** – These questions test for the ability to use basic arithmetic in daily living situations encountered by Aides in OMH settings. The situations involve the application of simple addition, subtraction, multiplication, or division, as well as interpreting information from simple tables, to answer the problems presented.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, call 518-474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.