



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

**NOTICE
OF
EXAMINATION**

**ACTIVITY THERAPIST (HHC)
Exam No. 4020
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: November 6, 2013

APPLICATION FEE: \$54.00

To: November 26, 2013

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Activity Therapists (HHC), under supervision with latitude for initiative and judgment, perform responsible therapeutic work of varying degrees of difficulty and responsibility in an activity therapy department providing medical/psychiatric recreational therapeutic services for patients/residents in conjunction with other members of the treatment team. All Activity Therapists (HHC) perform related work.

Special Working Conditions: Activity Therapists (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Activity Therapists (HHC) and environmental conditions experienced are: standing for long periods of time, pushing wheelchair confined patients/residents, and accompanying patients/residents on field trips off site.

(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 \$35,020 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the Health and Hospitals Corporation.

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. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. 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. You may come to the DCAS Computerized Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computerized Testing & Applications Centers will be closed on Monday, November 11, 2013.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY: You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements:

1. A baccalaureate degree from an accredited college including or supplemented by 18 semester credits in recreation, physical education, dance, fine arts, and/or applied arts (including therapy), **and** 12 semester credits in psychology, social psychology, group work, group dynamics, and/or a related field; or
2. A baccalaureate degree from an accredited college **and** one year of full-time satisfactory experience in planning, coordinating and supervising a recreation activities program in a hospital, health care, or related facility; or
3. A satisfactory combination of education and/or experience equivalent to "1" or "2" above. However all candidates must possess a baccalaureate degree.

The education requirement must be met by January 31, 2014. The experience requirement must be met by the last day of the Application Period.

The college or university 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).

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. This is required only if you need credit for your foreign education in this examination.

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 which you obtain after January 31, 2014 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

Medical Requirement: In accordance with applicable Federal, state and local laws and regulations, the NYC Health and Hospitals Corporation has established medical standards for this position. Accordingly, all eligibles will be required to undergo and pass a medical examination prior to the date of appointment to ensure that those medical standards have been met. Additionally, eligibles will be subject to a drug screening test prior to the date of appointment.

Residency: City residency is not required for this position.

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 the New York City Health and Hospitals Corporation.

Assignment of Duties: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities 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. State Central Register screening will be obtained prior to considering a candidate for employment as an Activity Therapist. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be assigned to any position which requires child-care responsibilities.

The Protection of People with Special Needs Act: Article 20 of the Executive Law and Article 11 of the Social Services Law require an authorized agency to inquire whether a candidate for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect. Candidates who have substantiated/indicated cases on file with the statewide register known as the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs will not be assigned to such a position.

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. **Education and Experience Test:** Fill out **Sections A.1, A.4, A.5, A.6, 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.
3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education in this examination):** 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 DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

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 for a maximum of five years of experience on the following basis:

Experience:

If you have satisfactory full-time experience in planning, coordinating, and conducting a recreational activities program in a hospital, clinical, health care, or related setting for:

	You will receive:
At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

If you have satisfactory full-time experience in assisting in the provision of recreational activities under the direct supervision of a qualified member of a treatment team in a hospital, clinical, healthcare or related setting for:

	You will receive:
At least 1 year but less than 3 years	1 point
At least 3 years but less than 5 years	3 points
5 or more years	5 points

Education:

If you have undergraduate and/or graduate credits completed at an accredited college in therapeutic recreation, dance therapy, music therapy, art therapy, poetry therapy, drama therapy, fine arts, performing arts, psychology, social work, vocational rehabilitation counseling, adaptive physical education, physical education, special education and/or early childhood education, for the completion of:

	You will receive:
3 to 9 semester credits	3 points
10 to 19 semester credits	6 points
20 to 30 semester credits	10 points

If you have a master's degree from an accredited college in any of the aforementioned areas, you will receive an additional 5 points.

Note: Fieldwork or internship courses in any of the aforementioned areas will be credited only if the field work/internship was a separate course and not part of, or a completion requirement for, another course. Education used to meet the minimum requirements **cannot** be used to gain additional credit.

Certifications/Registrations/License:

If you possess one or more Certifications/Registrations/License listed below, you will receive 5 points for each of the following Certifications/Registrations/License which you possess:

- Registered Art Therapist (issued by the Art Therapy Credential Board)
- Board Certified Art Therapist (issued by the Art Therapy Credential Board)
- Certified Therapeutic Recreation Specialist (issued by The National Council for Therapeutic Recreation Certification)
- Certified Park and Recreation Professional (issued by the New York State Recreation and Park Society)
- Registered Music Therapist (issued by the National Music Therapy Registry, American Music Therapy Association)
- Certified Music Therapist (issued by the National Music Therapy Registry, American Music Therapy Association)
- Advanced Certified Music Therapist (issued by the National Music Therapy Registry, American Music Therapy Association)
- Board Certified Music Therapist (issued by the Certification Board for Music Therapists)
- Registered Drama Therapist (issued by the National Association for Drama Therapy)
- Board Certified Trainer (issued by the National Association for Drama Therapy)
- Dance Therapist Registered (issued by the American Dance Therapy Association)
- Academy of Dance Therapists Registered (issued by the American Dance Therapy Association)
- Registered Poetry Therapist (issued by the National Association for Poetry Therapy)
- Certified Poetry Therapist (issued by the National Association for Poetry Therapy)
- Certification in Psychodrama, Sociometry and Group Psychotherapy (issued by the American Board of Examiners in Psychodrama, Sociometry and Group Psychotherapy)
- Certified Dementia Practitioner (issued by National Council of Certified Dementia Practitioners) (CDP)
- Registered Horticultural Therapist (issued by American Horticultural Therapy Association) (AHTA)

If you possess a Creative Arts Therapist license issued by the New York State Education Department, you will receive 10 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. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

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 which you obtain after January 31, 2014 or experience or Certifications/Registrations/License which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

Education must be met by **January 31, 2014** and experience and Certifications/Registrations/License must be met by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an HHC eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Portuguese, Polish, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, 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. Follow the instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Reemployment of public service retirees: HHC has promulgated rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examinations at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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 apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computerized Testing & Applications Center.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 004780; Activity Therapist Occupational Group

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas