



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

REQUIRED INFORMATION

APPLICATION
 FOREIGN EDUCATION
 EVALUATION GUIDE
 (IF APPLICABLE)

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

**NOTICE
 OF
 EXAMINATION**

JUVENILE COUNSELOR

Exam No. 4338

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

WHEN TO APPLY: On the date of the test.

APPLICATION FEE: \$47.00

Payable only at a Computer-based Testing & Applications Center on the day of the test by credit card, bank card, debit card or money order payable to DCAS (EXAMS). If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST SCHEDULE: The multiple-choice test is expected to be held from June 2, 2014 through June 30, 2014. A monthly schedule of the dates and times of filing and testing will be available beginning on the 1st day of the month at www.nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

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

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

Seating is limited. Once the Computer-based Testing & Applications Centers are filled to capacity, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take Exam No. 4338 at either location, but you may only take the test once. If you take Exam No. 4338 more than once, only your first test will be rated and your additional filing fee will not be refunded.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: At Assignment Level I: Juvenile Counselors, under direct supervision, during an assigned tour of duty, are responsible for the custody, direct care, supervision and counseling of youths in the custody of the Administration for Children's Services. They maintain the safety and order of youths in juvenile detention facilities, dormitories, corridors, dining rooms, recreation areas and classrooms; accompany, supervise and provide security for youths in transit to/from and during their presence at locations, such as courts, court detention rooms, hospitals and related facilities; guide youths through court processes during the adjudication of their cases; assist in maintaining the security of premises; identify and report any unusual occurrences; communicate with other Juvenile Counselors to exchange pertinent information; establish positive rapport with youths to prevent incidents, including physical altercations between youths and intervene before or during escalation of incidents or destruction of property; guide and direct group and recreational activities; supervise meals, visits, and recreational programs; conduct searches to ensure the custody and safety of youths; conduct searches in order to detect and confiscate contraband; enforce security procedures in accordance with agency guidelines; implement constructive programs designed to establish a harmonious environment; counsel and help youths, individually or in a group, to assist them in the development of socially desirable behaviors; confer regularly with appropriate staff members regarding special/medical needs of individual youths; oversee the sanitation, health and hygiene practices of youths; regularly take attendance and be aware of census of youths assigned; prepare reports and keep records, as required, including making log book entries and preparing incident reports; may be required to drive a motor vehicle to transport youths in care; and perform related work.

Some of the physical activities performed by Juvenile Counselors and environmental conditions experienced are: using physical restraint techniques as appropriate, restraining youths if the situation warrants it, attend, participate and pass Safe Crisis Management (SCM) training as well as attend and participate in other mandated training to comply with mandated laws, departmental policies, and applicable rules and regulations, standing for extended periods of time, walking up stairs, working 16 hours continuously (when assigned a double tour), working outdoors as well as indoors, and driving a motor vehicle in all kinds of weather, and may be required to drive a motor vehicle to transport youths in care in all kinds of weather.

Special Working Conditions: Juvenile Counselors are required to work shifts to cover the 24/7 operation, including overnights, Saturdays, Sundays, holidays and mandatory overtime. Juvenile detention facilities are located in the Bronx and Brooklyn. These facilities operate 24 hours/7 days a week. Courts are located in all five boroughs. Locations and shift assignments are based on the needs of the agency.

(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 \$34,977 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: You will receive an exam application and filing instructions when you arrive at a DCAS Computer-based Testing & Applications Center.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Thank you for calling" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Guide: This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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."

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.

Education and Experience Requirements: By **June 30, 2014** you must have:

1. a baccalaureate degree from an accredited college or university; or
2. an associate degree from an accredited college or university, or completion of 60 semester credits of study at an accredited college or university, plus two years of full-time satisfactory experience working directly with youths (ages 10-18) or developmentally disabled adults or adolescents (age 10 or up) in a group, community, educational, or institutional setting; or
3. a four-year high school diploma or its educational equivalent, plus four years of full-time satisfactory experience as described in "2" above; or
4. a satisfactory combination of education and /or experience that is equivalent to "1", "2", or "3", above.

Experience may be substituted for education on the basis that one year of full-time satisfactory experience as described in "2" above is equated to 30 college semester credits. However, all candidates must possess a four-year high school diploma or its educational equivalent.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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.

Education and Experience will be investigated by the Division of Youth and Family Justice during the pre-employment screening process.

Special Requirement: Section 424-a of the New York State 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. Statewide Central Register screening will be conducted prior to considering a candidate for employment as a Juvenile Counselor. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from appointment to this position.

The Protection of People with Special Needs Act, Article 20 of the Executive Law and Article 11 of the Social Services Law, requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including welfare and juvenile justice facilities operated by an authorized agency.

All candidates considered for appointment as a Juvenile Counselor will be fingerprinted and subject to a criminal history check. Further, all Juvenile Counselor appointments must obtain Statewide Central Register clearance prior to the date of appointment.

REQUIREMENTS TO BE APPOINTED:

Medical Requirement: Medical guidelines have been established for the position of Juvenile Counselor. Candidates will be examined to determine whether they can perform the essential functions of the position of Juvenile Counselor. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Section 180.8(i)(1) of the New York State Juvenile Detention Facilities Regulations [9 NYCRR §180.8(i)(1)] states that each facility shall observe the following:

- A. Health Examination - A physical examination, including a tuberculin skin test with a chest x-ray where such test is positive, and serological tests as indicated, shall be required of all staff as a condition of employment.
- B. Annual Re-examinations, including a tuberculin skin test, and chest x-ray if the skin test is positive, shall be required of staff having frequent and regular contact with children.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

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 City of New York.

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. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 "**document-by-document**" (**general**) 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: You will be given a multiple-choice test on a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test will include questions which may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. This ability may be used when referring to mental health reports when necessary.

Written Expression: using English words or sentences in writing so that others will understand. This ability may be used when writing an incident report free of grammatical errors.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. This ability may be used when keeping track of youths' whereabouts at all times.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. This ability may be used when relying on instincts to foresee a physical altercation among youths.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. This ability may be used when deciding on an appropriate SCM technique to be used to break up an altercation.

Information Ordering: following correctly a rules or set of rules or actions in a certain order. The rules or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations. This ability may be used when preparing a youth for movement.

Visualization: imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. This ability may be used when locating hidden contraband.

Inductive Reasoning: combining separate pieces of information or specific answers to problems to form general rules or conclusions. This ability may be used when obtaining information from different sources in regards to an incident.

Time Sharing: the ability to shift back and forth between two or more sources of information. This ability may be used when determining visit schedules.

THE TEST RESULTS: If you pass the multiple-choice test, your name will be placed in final score order on an 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 Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Foreign Language: If you can speak a foreign 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 given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Gender: The eligible list resulting from this examination may be selectively certified to fill vacancies designated for males or females only based on a bona fide occupational qualification. When the eligible list is not selectively certified as stated herein, appointments will be made without regard to the gender of the eligibles. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet any of these requirements at some future date, please submit your request by mail to: DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the Selective Certification of interest, examination title and number, and your social security number on your correspondence.

Investigation: You will be investigated prior to appointment and must pay a \$91.50 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. You may be disqualified if your statements are found to be false, exaggerated, or misleading. Investigation must be completed prior to appointment.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, you must notify the Test Administration Unit by email at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Refer to the Special Circumstances Guide www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of your test.

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 Computer-based Testing & Applications Center.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52295; Juvenile Counseling Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas