



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG

Mayor

MARTHA K. HIRST

Commissioner

## NOTICE OF EXAMINATION

### REQUIRED FORMS

APPLICATION FORM  
EDUCATION AND EXPERIENCE  
TEST PAPER  
FOREIGN EDUCATION  
FACT SHEET  
(IF APPLICABLE)

### ADDICTION COUNSELOR (HHC) Exam. No. 6075 (For The New York City Health and Hospitals Corporation Only)

**WHEN TO APPLY:** From: May 2, 2007  
To: May 22, 2007

**APPLICATION FEE: \$40.00**  
*Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Addiction Counselors (HHC), under supervision, with latitude for the exercise of initiative and judgement, participate in the implementation of an alcoholism treatment, methadone maintenance or drug-free program in a hospital or satellite clinic by engaging in diagnostic, treatment, and consultative activities. All Addiction Counselors (HHC) perform related work.

Some of the physical activities performed by Addiction Counselors (HHC) and environmental conditions experienced may include: Working with patients with communicable diseases; handling urine samples and operating a breathalyzer in accordance with infection control guidelines; traveling by public transportation or by foot to make field visits to patients' homes and/or make site visits with patients.

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

(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 \$38,541 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:** If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

#### HOW TO QUALIFY:

**Education and Experience Requirements:** You must have:

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in psychology, sociology, social work, or a related behavioral science and one year of full-time satisfactory experience performing assessment and/or treatment of alcohol and/or other chemical dependencies in a drug or alcohol addiction treatment program; or
2. A four-year high school diploma or its educational equivalent and three years of full-time satisfactory experience as described in "1" above; or
3. A combination of education and experience that is equivalent to "1" or "2" above. Undergraduate credit can be substituted for experience on the basis of 30 semester credits from an accredited college for three months of experience, up to a maximum of one year of experience. Undergraduate credit in any of the specialty areas as described in "1" above can be substituted for experience on the basis of six semester credits from an accredited college for three months of experience, up to a maximum of one year of experience. However, all candidates must have a four-year high school diploma or its educational equivalent and one year of experience as described in "1" above.

Experience must be obtained by the **last day of the Application Period**.

Education must be obtained by **June 30, 2007**.

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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**English Requirement:** You must be able to understand and be understood in English.

**Residency Requirement (HHC):** City residency is not required for this position.

**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.

**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.

**REQUIRED FORMS:**

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1 (if required), A.2, A.4, A.6, B, C, and D (optional). This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. 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 specified requirements in the Education and Experience Requirements section. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For full-time satisfactory experience performing assessment and/or treatment of alcohol and/or other chemical dependencies in a drug or alcohol addiction treatment program, you will receive:

- (A) 10 points for at least one year but less than two years of experience; and
- (B) 30 points for two or more years of experience.

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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Experience must be obtained 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 Spanish, French, Italian, Chinese (Mandarin), Chinese (Cantonese), Russian, Polish, Hindu, Urdu 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 on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. If you want to request selective certification consideration at some future date, please submit your request by mail to DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007. Please include the examination title and number and your social security number in your request.

**Selective Certification for CASAC:** If you are currently certified as a New York State Credentialed Alcoholism and Substance Abuse Counselor (CASAC), you may be considered for appointment to positions through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. If you want to request selective certification consideration at some future date, please submit your request by mail to DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14<sup>th</sup> floor, New York, NY 10007. Please include the examination title and number and your social security number in your request.

**Application Receipt:** You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 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.

**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.

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**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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.**

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.  
Title Code No. 000550; Addiction Counselor Occupational Group.

**For information about your exam and other exams, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)**