



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

REHABILITATION COUNSELOR (NYC H+H)

Exam No. 9029

WHEN TO APPLY: From: June 5, 2019

APPLICATION FEE: \$68.00

To: June 25, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Rehabilitation Counselors (NYC H+H), under supervision, guide the vocational rehabilitation of patients and clients with physical, developmental, cognitive, and/or emotional disabilities or other impairments in hospital, post-acute or outpatient settings; conduct intake interviews and comprehensive educational/vocational assessments to evaluate the vocational abilities, skills and educational readiness of patients and clients and prepare reports of findings; review case records for information relating to overall adjustment, occupational history, socio-economic condition, and medical history and prognosis; collaborate with multi-disciplinary treatment team to develop treatment plans for vocational rehabilitation and educational training of patients and clients; conduct group and/or individual rehabilitation counseling sessions; serve as a liaison with community-based educational, vocational, employment and recreational programs to secure resources and services for patients and clients from public and private organizations and employers; refer patients and clients to other services, as appropriate; participate in conferences and consultations on programs to assist patients and clients in solving problems resulting from hospitalization, disability or maladjustment; document the progress of patients and clients, maintain records, including case summaries and progress reports, and comply with relevant federal, state and local legislation. All Rehabilitation Counselors (NYC H+H) perform related work.

(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 \$50,790 per annum. This rate is subject to change.

HOW TO QUALIFY:

You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive a score.

You will **not** receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (June 25, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A Master's degree in rehabilitation counseling or vocational rehabilitation counseling issued after completion of a two (2) year course of study from an accredited college or university; or
2. Thirty (30) graduate semester credits from an accredited college or university in rehabilitation counseling, vocational rehabilitation counseling, or related fields and one (1) year of satisfactory full-time experience in rehabilitation counseling or vocational rehabilitation counseling; or
3. A baccalaureate degree from an accredited college or university plus four years of satisfactory full-time experience in rehabilitation counseling or vocational rehabilitation counseling; or
4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must possess a baccalaureate degree from an accredited college or university, and one (1) year of satisfactory full-time experience in rehabilitation counseling or vocational rehabilitation counseling.

The education requirement must be met by June 30, 2019. The experience requirement must be met by the last day of the Application Period (June 25, 2019).

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (June 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (June 25, 2019).

Medical/Drug Screening Requirement:

In accordance with applicable Federal, state and local laws and regulations, NYC Health + Hospitals 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. During the medical examination, eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

The Protection Of People With Special Needs Act:

Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with individuals receiving services has been found responsible for serious or repeated acts of abuse or neglect through a check of the Vulnerable Persons' Central Register that includes a Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who are on the Staff Exclusion List will not be hired or assigned to such a position.

Assignment Of Duties:

Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have the potential for regular and substantial contact with individuals who are cared for by the agency, 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 checks will be obtained as part of the background screening process for selected candidates where the inquiry of the Vulnerable Persons' Central Register did not uncover disqualifying information. Candidates who have been the subject of an indicated child abuse and maltreatment report may be excluded from employment.

Residency Requirement/Advisory:

New York 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 NYC Health + Hospitals.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

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. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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

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 all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (June 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys).

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 which is 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 if you wish to claim graduate credits in order to qualify for this examination. If you wish to claim a graduate degree (not graduate credits) or a baccalaureate degree, request 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 June 30, 2019.

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 on the following basis:

If you have satisfactory full-time experience in rehabilitation counseling or vocational rehabilitation counseling in a hospital, post-acute, or outpatient clinic for:	You will receive:
At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points
If you have satisfactory full-time experience in rehabilitation counseling or vocational rehabilitation counseling in a nonmedical 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 casework relating to rehabilitation services for:	You will receive:
At least 1 year but less than 3 years	2 points
At least 3 years but less than 5 years	5 points
5 or more years	10 points

In addition to the above, 5 points will be granted for a certification as a Certified Rehabilitation Counselor (CRC) granted by the Commission on Rehabilitation Counselor Certification (CRCC).

Note: You will not receive points for a certification if you do not disclose on the Education and Experience Test the issue/expiration date and certificate number.

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 fulltime 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 June 30, 2019 or experience and certification which you obtain after the end of the Application Period (June 25, 2019).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - including NYC Health + Hospitals employees - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on the NYC Health + Hospitals eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If

you meet all requirements and conditions, you will be considered for appointment if 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 (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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. If you wish to indicate language(s) you speak and/or know for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate the language(s) you speak and/or know.

The above Selective Certification requirement may be met at anytime during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number and the specific selective certification(s) on your correspondence.

Reemployment Of Public Service Retirees:

NYC Health + Hospitals has issued rules regarding the reemployment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals, Human Resources Office of Civil Service and Background Administration at (212) 788-3568 to determine eligibility 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 NYC Health + Hospitals.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

NYC Health + Hospitals is an Equal Opportunity Employer

Title Code No. 512130; NYC Health + Hospitals Plan of Titles

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas; for NYC Health + Hospitals: nyc.gov/hhc