



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

ADDICTION COUNSELOR (NYC HEALTH + HOSPITALS)
Exam No. 4001
(For NYC Health + Hospitals Only)

WHEN TO APPLY: From: September 6, 2023

APPLICATION FEE: \$68.00

To: September 26, 2023

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

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

WHAT THE JOB INVOLVES:

Addiction Counselors (NYC H+H), under supervision, with latitude for the exercise of initiative and judgment, participate in the development and implementation of clinically sound, culturally relevant, and medically monitored treatment programs, case management, care coordination and other supportive and consultative services for patients in Substance Use Disorder (SUD) treatment (e.g., medicated assisted treatment (MAT), ancillary withdrawal, etc.) and promote the notion of recovery and self-sufficiency, as a goal of treatment. Participate in and/or perform functions related to counseling, diagnostics, treatment, treatment planning, rehabilitation, assessment, intervention and other supportive services for patients in SUD treatment. All Addiction Counselors (NYC H+H) perform related work.

Special Working Conditions:

Addiction Counselors (NYC H+H) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Addiction Counselors (NYC H+H) and environmental conditions experienced are: 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 provide community outreach and/or make field visits with patients.

(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 \$54,026 per annum. This rate is subject to change. There are two 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 level at the discretion of NYC Health + Hospitals.

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 found "Not Qualified," your application fee will not be refunded and you will not receive a score.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Valid Credentialed Alcoholism and Substance Abuse Counselor (CASAC) - Level 1 Certificate issued by the NYS Office of Addiction Services and Supports (OASAS); **or**
2. Is otherwise considered a Qualified Health Professional (QHP) based on licensure, certification and/or registration along with appropriate experience and/or training as defined in Section 800.4 (U) of the OASAS Treatment Services: General Provisions, Title 14 NYCRR Part 800 (<https://oasas.ny.gov/system/files/documents/2022/09/800.pdf>).

Any individual working in a NYS Office of Addiction Services and Supports (OASAS)-Certified Treatment Program or newly-hired into the System in the title of Addiction Counselor in a NYC Health + Hospitals health care setting must have proof of completion of OASAS "Supporting Recovery with Medications for Addiction Treatment (MAT)" training.

The credential requirement must be met by the last day of the Application Period (September 26, 2023).

You have until midnight Eastern time on the last day of the Application Period (September 26, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 26, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for a credential which you obtain after the end of the Application Period (September 26, 2023).

Medical 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 who have been offered a position 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 and that they can perform the essential functions of the position. 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. During the medical examination, eligibles will be subject to a drug screening test.

Vaccination Requirement:

As of September 27, 2021, all new hires must be vaccinated against the COVID-19 virus. If you are offered employment with NYC Health + Hospitals, you must be fully vaccinated by your date of hire.

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.

Residency:

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, 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/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday 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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application 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 Exam:** 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 (September 26, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 26, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

THE TEST:

Your score will be determined by an Education and Experience Exam. 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 performing assessment and/or treatment of alcohol and/or other Substance Use Disorders (SUD) in a crisis center, detoxification or inpatient treatment program, including but not limited to treating active drug users, homeless and/or dual-diagnosed individuals for: **You will receive up to:**

At least 1 year but less than 2 years	12 points
At least 2 years but less than 3 years	16 points
3 or more years	20 points

If you have satisfactory full-time experience performing harm reduction education on overdose prevention, smoking cessation, syringe exchange, as well as providing direct care services and education on medication-assisted treatment (MAT) for: **You will receive up to:**
Medication assisted treatment (MAT) may include but is not limited to methadone, suboxone, and vivitrol treatment programs.

At least 1 year but less than 2 years	7 points
At least 2 years but less than 3 years	11 points
3 or more years	15 points

If you have satisfactory full-time experience utilizing evidence-based practices to treat patients within a Substance Use Disorder (SUD) setting for: **You will receive up to:**
Evidence-based practices include but are not limited to: motivational interviewing (MI), cognitive-behavioral therapy (CBT), and relapse prevention education.
Substance Use Disorder (SUD) settings may include, but are not limited to: inpatient or outpatient clinics, rehabilitation centers, emergency department, medical clinics, and mobile clinics.

At least 1 year but less than 2 years	7 points
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At least 2 years but less than 3 years 11 points

3 or more years 15 points

If you have satisfactory full-time experience working with specialized populations with patients coming from underserved groups who may face challenges accessing care due to physical, medical, socio-cultural, financial, or other obstacles for: You will receive up to:
This includes but is not limited to: individuals with disabilities, chronic illness and/or communicable diseases, recidivists, and members of marginalized group(s).

At least 1 year but less than 2 years 7 points

At least 2 years but less than 3 years 11 points

3 or more years 15 points

If you possess the following credential: You will receive:

Certified Recovery Peer Advocate (CRPA) issued by the New York Certification Board 10 points

Certified Addiction Recovery Coach (CARC) issued by the New York Certification Board or the New York Certification Association 7 points

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week} / 35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after or experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (September 26, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (September 26, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

Experience and certification(s) must be obtained by **the last day of the Application Period (September 26, 2023).**

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 Self-Service (ESS) at www.nyc.gov/ess
- All Others - 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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.

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 Exam, your name will be placed in final score order on a NYC Health + Hospitals eligible list, you will be given a list number, and you will be notified by email 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 and will receive a Notice of Interview by email.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

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**), German (**GER**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JAP**), 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 apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or 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 full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

Reemployment Of Public Service Retirees:

NYC Health + Hospitals has promulgated rules regarding the re-employment of persons who have already retired from public service. Any such retired person is advised to consult with NYC Health + Hospitals, Civil Service & Background Administration at (212)788-3568 to determine whether they would be eligible for appointment from an eligible list established for this examination.

Please note that NYC Health + Hospitals is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to NYC Health + Hospitals. If an employee of a New York City agency accepts a position with NYC Health + Hospitals, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is their date of appointment to NYC Health + Hospitals.

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 & Application Centers.

NYC Health + Hospitals is an Equal Opportunity Employer.

Title Code No. 000550; Plan of Titles for NYC Health + Hospitals.

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