



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

<b>REQUIRED FORMS</b>
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**SOCIAL WORKER (HHC)**  
**Exam. No. 3035**  
**(For The New York City Health and Hospitals Corporation Only)**

**WHEN TO APPLY:** From: May 5, 2004                      **APPLICATION FEE: \$40.00**  
To: May 25, 2004                      *Payable only by money order to D.C.A.S. (EXAMS)*

**WHAT THE JOB INVOLVES:** Social Workers (HHC), under supervision, provide psycho-social services to children, adults, families and/or groups and perform case management activities in a municipal health facility; prepare and maintain case records and statistical reports as required; may perform discharge planning activities; and perform related work.

Some of the physical activities performed by Social Workers (HHC) and environmental conditions experienced may include: travel by public transportation and/or by foot in varying weather conditions; may walk up to six flights of stairs to make field visits.

**SPECIAL WORKING CONDITIONS:** Eligibles appointed to this position 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 \$36,813 per annum. This rate is subject to change.

**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 form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

**HOW TO QUALIFY:**

**Education Requirement:** By *June 30, 2004*, you must have:

A master's degree in social work from an accredited school of social work.

**License Requirement:** You will be required to have a valid certificate of Certified Social Worker (CSW) issued by the New York State Department of Education within one year of the date of appointment. This certificate must be presented to the appointing officer at the time of appointment or, if it is obtained after appointment, at the time it is received.

Pursuant to Chapter 420 of the Laws of 2002, effective September 1, 2004, the Certified Social Worker certificate will be replaced by two new licenses: Licensed Master Social Worker (LMSW) and Licensed Clinical Social Worker (LCSW). Therefore, candidates being appointed to the title of Social Worker (HHC) and/or obtaining their social work license on or after September 1, 2004 will be required to present a valid license for either Licensed Master Social Worker or Licensed Clinical Social Worker in lieu of the Certified Social Worker certificate.

If you fail to obtain the required license within one year after appointment, your probationary period may be extended for no more than six months. If you fail to obtain the required license during this extension period, you will be terminated.

This license must be maintained for the duration of your employment.

**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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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 a Social Worker (HHC). 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. Employees who have been the subject of such a report may be reassigned or terminated from employment from their position as Social Worker (HHC).

**REQUIRED FORM(S):**

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, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3, B, C, and D. 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 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 Fact Sheet included with your application packet. 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:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education requirement listed above. After this requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

1. For full-time satisfactory social work experience subsequent to receiving the master's degree in social work, in a health care facility, you will receive an additional:
  - (A) 10 points for at least one year but less than three years of experience; or
  - (B) 20 points for at least three years but less than five years of experience; or
  - (C) 30 points for five or more years of experience.
2. For full-time satisfactory social work experience subsequent to receiving the master's degree in social work, in a recognized child welfare, adult or family services agency, or in a school or prison setting, you will receive an additional:
  - (A) 5 points for at least one year but less than three years of experience; or
  - (B) 10 points for at least three years but less than five years of experience; or
  - (C) 15 points for five or more years of experience.

Additionally, 5 points will be granted for possessing at the time of filing the application, a valid certificate of Certified Social Worker (CSW) issued by the New York State Department of Education.

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 must be obtained by June 30, 2004. 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 score order on a 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, Mandarin (Chinese), Cantonese (Chinese), French, German, Greek, Haitian-Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Polish, Portuguese, Russian, Spanish, Vietnamese, West African Languages (e.g. Ibo, Swahili, Yoruba), and/or Yiddish, and/or you know American Sign Language, you may be considered for appointment to positions in the Health and Hospitals Corporation 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.

**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.

**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. 526130; Social Service Occupational Group.

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