

PLEASE POST CONSPICUOUSLY

DELAWARE COUNTY PERSONNEL OFFICE
announces **CONTINUOUS RECRUITMENT EXAMINATION FOR**
Community Mental Health Nurse

Updated: 1/2022

Applications accepted continuously

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.

EXAMINATION FEE: A fee of \$15.00 is required for each separately numbered examination for which you apply. Send or deliver your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. ******PERSONAL CHECKS WILL NOT BE ACCEPTED.****** No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

EXAMINATION FEE WAIVER: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at www.co.delaware.ny.us click on departments and then personnel. Waivers will not be considered if filed after the last filing date.**

LOCATION OF POSITIONS: Delaware County Mental Health Clinic

ELIGIBLE LIST: Successful candidates will have their name placed on the continuous Eligible List for one year. After one year candidates' names will be removed from the list. Candidates may apply for retest at six-month intervals.

SALARY: Delaware County: \$33.0708 - \$36.5128/hr.

DUTIES: The work involves responsibility for providing skilled psychiatric nursing care to clinic patients to aid in prevention, treatment and rehabilitation of mental illness and substance use disorders. The incumbent performs a variety of nursing activities as part of a multi-disciplinary team, provides health related training to other staff and carries a therapy caseload for assigned clients. Work is performed under direct supervision of a psychiatrist along with general supervision of the Director of Community Mental Health Services with wide latitude allowed for the exercise of independent judgement in performing nursing duties. Supervision is not generally a function of this position. The incumbent will perform all related duties as required.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered four year college with a Baccalaureate Degree in Nursing AND one (1) year experience in the behavioral health field; OR

B) Completion of a course of study approved by the New York State Education Department as qualifying for Registered Professional Nurse AND three (3) years of full time paid (or the equivalent part-time and/or volunteer) experience as a registered nurse, counselor, caseworker, or other related direct service title in a human service program, which includes one (1) year in the behavioral health field.

SPECIAL REQUIREMENTS: Eligibility for a New York State Registered Professional Nurse's license at time of application. Possession of license and current registration at time of appointment.

NOTE: Completion of a minimum 60 semester hours in a regionally accredited or New York State registered college or university with major coursework (15 Semester hours minimum) in social science, human services or resources, education or a closely related field may be substituted for the two years of experience in (B) above. The education must be in addition to that completed as part of the nursing program.

NOTE: Nursing experience in a hospital, doctors office, nursing home or other clinical setting is not qualifying in (b) above unless the experience was specifically in a psychiatric program. Other nursing experience is not qualifying.

NOTE: Residents of Delaware County may be considered first for appointment.

SUBJECT OF EXAMINATION: Candidates' applications will be rated on the basis of their training and experience in relation to the

requirements of the position. Since there is NO WRITTEN OR ORAL TEST for these positions, it is essential that candidates give complete and accurate information on their applications. Permanency after appointment will be based on successful completion of a probationary period during which performance and work habits will be evaluated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications and/or fees submitted. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

*****Religious Accommodation*****Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

*****Handicapped Persons:*****If special arrangements for testing are required, please indicate this on your application.

*****Active Duty Military Personnel:*****Pursuant to Section 243b of the Military Law applicants who are unable to take this examination on the regular examination date because of active duty may be eligible to take a special military make up examination. If you are on active military duty and unable to take this exam on the regularly scheduled examination date, please indicate this on your application. You will then be sent additional information regarding a military make up examination.

*****Veterans or Disabled Veterans:***** Who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score. Effective January 1, 1998, the State Constitution was amended to permit a candidate **currently in the armed forces** to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

*****Children of Firefighters and Police Officers Killed in the Line of Duty*****In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**DELAWARE COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE
LINDA PINNER, PERSONNEL OFFICER**