



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

**ADDICTION COUNSELOR (HHC)
Exam No. 4068
(For The New York City Health and Hospitals Corporation Only)**

WHEN TO APPLY: From: June 4, 2014

APPLICATION FEE: \$61.00

To: June 24, 2014

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES: Addiction Counselors (HHC), under supervision, with latitude for the exercise of initiative and judgment, 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.

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

Some of the physical activities performed by Addiction Counselors (HHC) 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 make field visits to patients' homes and/or make site 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 \$41,686 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 the Health and Hospitals Corporation.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on 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 valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.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."

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Education and Experience Requirements:

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 baccalaureate degree from an accredited college **and** two years of full-time satisfactory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent **and** three years of full-time satisfactory experience as described in "1" above; or
4. A combination of education and experience that is equivalent to "1", "2" or "3" above. For candidates who do not have a baccalaureate degree from an accredited college, 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.

The education requirement must be met by June 30, 2014. The experience requirement must be met by the last day of the Application Period.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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.

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, 2014 or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

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 must pass a drug screening test prior to the date of appointment.

Residency: 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 the New York City Health and Hospitals Corporation.

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.

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 **Sections A.1 (if applicable), A.2, A.4, A.6 (if applicable), B, and D (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation service, ask for the evaluation as follows:
 - (A) If you wish to claim a high school diploma or a baccalaureate degree only, ask for a "**document-by-document**" (general) evaluation.

- (B) If you wish to claim credit for a baccalaureate degree, including or supplemented by 24 semester credits in psychology, sociology, social work, or a related behavioral science, ask for a “**course-by-course**” evaluation (which includes a “document-by-document” evaluation).

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 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 chemical dependencies in a drug or alcohol addiction treatment program for:

You will receive:

At least 1 year but less than 2 years	15 points
2 or more years	30 points

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.**

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period. You will not receive credit for experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your experience once the application period has ended.

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 CASAC: If you are currently credentialed by the NYS Office of Alcohol and Substance Abuse Services (OASAS) as a 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. If you wish to apply for this Selective Certification, state “**SAC**” in Section D of the Education and Experience Test. Your certificate will be checked by the appointing facility at the time of appointment. **This certificate must be maintained for the duration of your employment.**

Selective Certification for CPP: If you are currently credentialed by the NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Credentialed Prevention Professional (CPP), 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. If you wish to apply for this Selective Certification, state “**ADC**” in Section D of the Education and Experience Test. Your certificate will be checked by the appointing facility at the time of appointment. **This certificate must be maintained for the duration of your employment.**

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Portuguese, Polish, Russian, Spanish, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish 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 of the Education and Experience Test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet any of the above requirements at some future date, please submit a request by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

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.

Application Receipt: You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Exam Support Group, 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.

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

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

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