



CAREER SERVICE

**DIVISION OF HUMAN RESOURCES
Office of Classification & Examination
(401) 222-2172**

**CIVIL SERVICE EXAMINATION ANNOUNCEMENT
THIS EXAMINATION IS BEING OFFERED TO ESTABLISH A CIVIL
SERVICE LIST THAT WILL BE IN EFFECT FOR UP TO FOUR YEARS**

SOCIAL CASEWORKER #6261 (pay grade 22)

SALARY RANGE: \$40,834 - \$47,079*

GENERAL STATEMENT OF DUTIES: To perform social casework providing social service in one of these fields: public assistance, or child welfare, or soldiers' welfare, or in medical or psychiatric social work programs, or health or correctional programs and to work in collaboration with others as a member of a diagnostic or therapeutic team; and to do related work as required.

MINIMUM QUALIFICATIONS:

EDUCATION: Such as may have been gained through: Possession of a Bachelor's Degree from an accredited institution of higher education with specialization in Sociology, or Psychology, Social Work or Child Development or Vocational Guidance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

EXAMINATION WEIGHT: 100% WRITTEN

ALL APPLICATIONS MUST BE MAILED TO THE OFFICE OF PERSONNEL ADMINISTRATION AND BE POSTMARKED NO LATER THAN THE LAST DAY OF THE APPLICATION PERIOD. NO APPLICATIONS WILL BE ACCEPTED AFTER THE CLOSE OF THE APPLICATION PERIOD.

APPLICATION PERIOD: October 4, 2010 – November 12, 2010

APPLICANTS MUST COMPLETE AND SUBMIT AN EXAMINATION APPLICATION(CS-9), WHICH MAY BE OBTAINED AT ANY DEPARTMENT OF LABOR AND TRAINING NETWORK RHODE ISLAND CAREER CENTER OR BY APPLYING IN PERSON AT THE OFFICE OF PERSONNEL ADMINISTRATION, ONE CAPITOL HILL, 3RD. FLOOR, PROVIDENCE, RHODE ISLAND.

THE FULL JOB DESCRIPTION AND THE CS-9 FORM CAN BE OBTAINED AT:

www.hr.ri.gov

To obtain a job description, click on [Classification and Compensation](#), then [Job Specifications](#).

To obtain a CS-9 form, click on [Civil Service Examinations](#), then [Examination Application](#).

Applications cannot be submitted on-line. Applications must be printed and mailed or delivered to the Office of Personnel Administration, One Capitol Hill, 3rd floor, Providence, RI 02908.

NOTE: The Office of Personnel Administration **does not assume responsibility** for applications sent through the mail.

NOTE: The Personnel Administrator, at his discretion, may declare the list resulting from these examinations appropriate for any comparable classification.

NOTE: Any individual with a disability who requires assistance during the exam process should notify the Examination Section **in advance** to ensure that appropriate accommodations will be made.

***REFLECTS RIASSE (LOCAL 580) DCYF MEMBERS ONLY. FOR MEMBERS OF LOCAL 580 IN OTHER AGENCIES AND MEMBERS OF OTHER UNIONS, REFER TO THE APPROPRIATE COLLECTIVE BARGAINING AGREEMENT. WAGES ARE SUBJECT TO UNION CONTRACT.**

**GENERAL INFORMATION TO CANDIDATES (222-2172)
RHODE ISLAND RELAY 711**

***See reverse side for further information.
AN E-VERIFY/EQUAL OPPORTUNITY AND DIVERSITY EMPLOYER***

ANN#3/10

STATE OF RHODE ISLAND & PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES
OFFICE OF CLASSIFICATION AND EXAMINATION
Third Floor, One Capitol Hill
Providence, Rhode Island 02908-5762

GENERAL INFORMATION TO CANDIDATES (222-2172)

RHODE ISLAND RELAY: 711

WHEN TO APPLY

Apply within the application period as shown on this announcement.

MINIMUM REQUIRED RATING

The minimum required final earned rating shall be 70.

Whenever two or more competitors have equal final earned ratings, their names shall be arranged on employment or promotional lists in the order of their performance on the written tests; provided, however, that when such arrangement fails to resolve a tie, the order on the lists shall be the same as the order in which their applications were time-stamped in the Office of Personnel Administration or by seniority within state service. Where practical, determination by seniority shall have preference.

DEFINITION OF VETERANS CREDIT (G.L. 36-3-3 – WAR VETERAN)

“...there shall be added to the final earned ratings of examinees who are veterans in competitive tests for entrance into the Classified Service, but not for promotion in the service, who receive at least the minimum required final earned rating as stated in the public notice, service credits amounting to five points for veterans or service credits amounting to ten points for disabled veterans...”

Disabled Veteran means any war veteran who is an examinee and who is certified by the Veterans Administration to be physically disabled, as a result of a service-connected disability, with a disability rating of zero percent or more.

War veteran or veteran means any person, male or female, who was employed as an officer, member of the enlisted personnel or otherwise in the active military or naval service of the United States or of any auxiliary unit of such military or naval service, except civilian employees—at some time during the following period:

War Service Time

December 7, 1941 – December 31, 1946	August 20, 1982 – December 31- 1987
June 27, 1950 – January 31, 1955	December 20, 1989 – January 31, 1990
July 1, 1958 – January 1, 1959	August 2, 1990 – July 13, 1992
August 5, 1964 – May 7, 1975	

DESCRIPTION OF POSITIONS

A class specification describing the duties of the position and the minimum qualifications will be furnished upon request by the Office of Classification and Examination.

INVESTIGATION

The Office of Classification and Examination reserves the right to investigate all statements made on your application and to require proof of such statements when deemed necessary.

PROMOTIONAL EXAMINATIONS (G.L. 36-4-22)

A person is eligible for promotional examination provided the employee is currently employed in the classified, unclassified, or non-classified service as of the official closing date of the examination announcement or twenty one (21) calendar days prior to the administration of the first phase of the examination, whichever is later, and meets one or more of the following requirements; (a) any employee who holds or within three (3) years has held permanent status in the classified service; (b) any employee who is serving in a probationary period as of the official closing date of the examination announcement; (c) a minority (as currently defined in federal employment law as Blacks, Hispanics, American Indians including Alaska Natives, and Asians including Pacific Islanders) who is a qualified exam applicant seeking entry to a classification where there is a manifest imbalance in the job category; or (d) any employee who has served twelve (12) months service in the classified, unclassified, or non-classified service and, in addition, meets the minimum requirements established in the class specification. Promotion lists shall remain in effect for a period of three (3) years or until exhausted or until combined with or replaced by a more recently prepared list. This section shall not apply to the Rhode Island State Police or the Legislative Branch of state government. An employee who is not on the promotional list shall be eligible to take the promotional examination for the position the employee occupies.

ADDITIONAL POINTS (G.L. 36-4-31)

Any employee who holds temporary or provisional status for at least twelve consecutive months in the class in which (s)he is serving and who takes the appropriate examination for the position shall receive in addition to his/her test score five additional points for each year of state service, which shall be added to his/her test score, provided however, that in no case shall an employee receive credit for more than four years of service. An employee who holds temporary provisional status for at least twelve consecutive months in the class in which (s)he is serving and is found to be reachable for certification to the position (s)he holds shall be appointed to the position unless the appointing authority certifies to the Personnel Administrator that said individual's service has been unsatisfactory.

CLASS TITLE:**SOCIAL CASEWORKER**

Class Code: 02820200

Pay Grade: 22A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform social case work providing social service in one of these fields: public assistance, or child welfare, or soldiers' welfare, or in medical or psychiatric social work programs, or health, or correctional programs and to work in collaboration with others as a member of a diagnostic or therapeutic team; and to do related work as required.

SUPERVISION RECEIVED: Works under the general and occasional close supervision of a superior in the field to which assigned; work is reviewed in process and upon completion in conference with the superior for conformance to agency or institutional policy and accepted professional case work standards of performance.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform social case work providing services in a public assistance program involving the determination of initial and continuing eligibility for old age assistance, aid to dependent children, aid to the blind, aid to the disabled, soldiers' welfare and general public assistance; when eligibility has been established to recommend money payments required to assist individuals and family units to meet current and continuing needs; to assist individuals and families in making maximum use of their own resources, and when needed community resources such as medical, dental, recreational, educational and other facilities both private and public; to assist in the periodic case review and reevaluation to determine continuance, readjustment or discontinuance of recipient's public assistance grant; or

To perform social case work providing services to children in and away from home in matters of: family budgeting; assistance in securing economic aid and employment; arranging for medical and dental care; guidance in child care and home management; consultation in educational, vocational and leisure time activity problems; and securing psychological and psychiatric advice; the use of all types of foster home care and provision of assistance to children in their adjustment to the home, school and community; the periodic reevaluation of the need for foster home care for children and continuous planning and case work services to families of these children; the investigation of adoption and child marriages and recommendations as to their advisability; provision of assistance to unmarried mothers and their children; provision of protective services on behalf of neglected, abused, or exploited children; cooperation with the Family Court and other public and voluntary agencies in the protection and care of children; or

To perform social case work providing services in a hospital, psychiatric or mentally retarded clinic or institution, or in a correctional institution; to assist in family and community care programs which involve placement of patients in homes other than their own; to assist in the maintenance of social service programs within an institution; to assist in providing case work services to the mentally ill, mentally retarded, and emotionally disturbed; to collaborate as a member of a diagnostic and therapeutic team in a psychiatric social work program to effectuate the recovery of patients; or

To perform social case work, under supervision, providing service in a medical social work program on behalf of patients in a hospital or institution, diagnostic clinic, in the community, and in the home; to obtain social data from patients, their families, and other groups; to arrange for medical treatment and give follow-up care based on physicians clinical and non-clinical recommendations; to assist in a program involving the interpretation of the social factors to the physician, the medical social problem to professional associates within or outside the hospital, and the medical problem to the patient and his family; as directed, to perform special services such as are related to care and adjustment of the physically

or mentally sick, the provision for the chronically sick and disabled, the arrangement and management of convalescence, social case work with the physically handicapped, the protection of individuals and groups against community disease, promotion of hygiene and sanitation.

To maintain adequate case records, make reports as requested and to handle correspondence as directed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of social case work principles, practices and techniques; a working knowledge of individual emotional and behavioral patterns, as well as social and economic factors that contribute to personal maladjustment and dependency; a familiarity with community resources and how to use them effectively; the ability to apply social case work practices and techniques; the ability to work effectively with people and aid them to grow in the constructive utilization of their capabilities and in adjusting to their specific problems; the ability to establish and maintain effective working relationships with public assistance recipients, children, other public and private agencies, supervisors and associates, the community and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a Bachelor's Degree from an accredited institution of higher education with specialization in Sociology, or Psychology, Social Work or Child Development or Vocational Guidance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

Editorial Review: 3/15/03