


# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376  
REV(11/01)

<b>Description of Position</b>	TITLE OF POSITION: <u>Clinical Social Worker</u> CLASSIFICATION CODE: <u>02822200</u> SALARY RANGE: <u>J27A \$53498-60184</u> REFERENCE POSITION NO.: <u>137013205-6</u> Department or Agency Name: <u>Corrections</u> APPLICATION PERIOD: <u>1/31/12 to 2/6/12</u> Division/Section/Unit: <u>Rehab Services/ Health Care</u> <u>3 day grace 2/9/12</u>	
	Shift and Days: <u>TBD</u> Job Location: <u>ACI Facilities</u> Restrictions/Limitations: <u>none</u> Position Covered By Collective Bargaining Union Agreement: Yes <u>X</u> No _____ Name of Bargaining Unit Union: <u>RIBCO Professional</u> There is * <u>  </u> is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b> * NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
<b>General Information to Candidate</b>	<p><b>INSTRUCTIONS:</b></p> <p><b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p><b>Most Important</b> - Please include the following information:</p> <ul style="list-style-type: none"> <li>• <i>The title of the position for which you are applying</i>      • <i>Name of department where you are currently employed</i></li> <li>• <i>Title of your present position and date you entered it</i>      • <i>Your business telephone number</i></li> <li>• <i>Date you entered State service</i>      • <i>Present Union Affiliations</i></li> </ul> <p><b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b></p> <p><b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p><b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To provide offenders with mental health and clinical social worker services. Duties include evaluation and crisis intervention, individual and group therapy, coordination with discharge planning and all other appropriate mental health services to individuals incarcerated in the Adult Correctional Institutions.</p>	
<b>Minimum Education &amp; Experience</b>	<p><b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b></p> <p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>Education:</b> Possession of a Master's Degree in Social Work.      <b>Experience:</b>                  A thorough knowledge of clinical social casework techniques and skill in their application in collaboration with medical and para-medical professions and the ability to apply such knowledge effectively as a member of a clinical team.      <b>Or:</b> an combination of the above education and experience.</p>	
<b>Where to Apply</b>	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b></p> <p>Ann Marie Hamilton Office of Human Resources 39 Howard Ave. Cranston, R.I. 02920</p> <p>Telephone #: <u>(401) 462-5118</u>                  Email: <u>annmarie.hamilton@doc.ri.gov</u>                  Fax #: <u>(401) 462-2685</u>                  TTY/TDD #: <u>711</u>                  (Telecommunication Device for the Deaf)</p> 	

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**