

PLEASE POST CONSPICUOUSLY  
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DELAWARE COUNTY PERSONNEL OFFICE  
announces CONTINUOUS RECRUITMENT EXAMINATION FOR  
CASEWORKER TRAINEE

Updated: 6/20/19

Applications accepted continuously

The exam will be scheduled on Saturday providing there are other civil service exams already scheduled.

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

**EXAMINATION FEE:** **EXAMINATION FEE:** A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee MUST accompany your application. 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](http://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 Department of Social Services, Delhi, New York

**SALARY:** \$39,480

**DUTIES:** This is a trainee position in the competitive class for which candidates are selected to serve a term of appointment for one year. An appointee who satisfactorily completes one year of permanent competitive class service as a Caseworker Trainee will be advanced to the position of Caseworker without further examination. The incumbent learns how to formulate and carry out plans to meet the individual problems of the cases assigned. The work involves providing limited professional casework services to clients and their families in a local social services district while undergoing extensive formal and informal in-service training in applicable laws, regulations and social casework practices and procedures. Incumbents must be able to work and stay calm in stressful situations particularly those requiring crisis intervention. The work is performed under the direct supervision of a caseworker or other supervisory or administrative staff. Does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

**NOTE:** A Bachelor's Degree in Human Services is preferred. Human Services are defined as social work, psychology, early childhood development, mental health, developmental disabilities, gerontology or related field.

**NOTE:** Certain assignments made to employees in this class require access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

**NOTE:** Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

Candidates claiming college credits **MUST** submit a copy of their official transcript(s).

**RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.**

**NOTE:** Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor. Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

A "Guide to Taking the Written Test for Caseworker" is available containing sample test questions and solutions, similar to the questions that will appear on the exam. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-832-3678) or access our web site at [www.co.delaware.ny.us](http://www.co.delaware.ny.us) click on departments and then personnel.

The NYS Civil Service Department publication "How to Take a Written Test" is available on and can be fully downloaded from the Department's web site at [www.co.delaware.ny.us](http://www.co.delaware.ny.us) click on departments and then personnel.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **Establishing and Maintaining Effective Helping Relationships in a Social Casework Setting:** These questions test for an understanding of the factors contributing to the development and maintenance of productive client-worker relationships. You will be provided with descriptions of specific client-worker interactions and asked to select the appropriate responses. The questions cover such topics as confidentiality, time management, professional ethics and referral techniques.

2. **Interviewing:** These questions test for an understanding of the principles and techniques of interviewing and their application to specific client-worker situations. You will be provided with a series of concrete interviewing situations for which you will be required to select an appropriate course of action based on an analysis of the situation, the application of the information provided and the ramifications of various interviewing principles and strategies. You will also be asked questions about the interviewing process and various interviewing techniques.

3. **Preparing Written Material:** These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the order for the sentences.

# Suffolk County Ny Caseworker Trainee Test

**Marquis Who's Who**



## **Suffolk County Ny Caseworker Trainee Test:**

Crime and Delinquency Abstracts and Current Projects ,1963      *Crime and Delinquency Abstracts* ,1966

*Caseworker Trainee* Michael Rudman,2017 The Caseworker Trainee Passbook prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to interviewing establishing and maintaining relationships in a social casework setting preparing written material understanding and interpreting written material and other related areas      Who's who in the East ,1985      *Who's who Among Human Services Professionals* ,1992      **Caseworker Trainee**

National Learning Corporation,2018 The Caseworker Trainee Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to interviewing establishing and maintaining relationships in a social casework setting preparing written material understanding and interpreting written material and other related areas

*Who's who of American Women* ,1984      **Who's Who in the East, 1975-1976** Marquis Who's Who, LLC,1975-07

Who's Who of American Women, 1997-1998 Marquis Who's Who,[Anonymus AC01783920],1996-12 WHO S WHO OF AMERICAN WOMEN is the one essential reference to depend on for accurate detailed facts on American women of achievement This new edition includes in depth biographical profiles of prominent accomplished women      *Directory* American Psychological Association,1965      **American Men of Science** ,1968      International Bibliography on Crime and Delinquency ,1966      Who's who in the Midwest ,1982      American Men and Women of Science ,1968      *Who's Who in the Midwest, 1982-1983* Marquis Who's Who, LLC,1982-07      Who's who in Finance and Industry ,1998      **Who's who in America** ,2003      Who's who in the West ,1987      **Who's Who of American Women, 1986-1987** Marquis Who's

Who,1986-11      *Caseworker Trainee* ,2024-07 The Caseworker Trainee Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to interviewing establishing and maintaining relationships in a social casework setting preparing written material understanding and interpreting written material and other related areas

Immerse yourself in heartwarming tales of love and emotion with Crafted by is touching creation, Tender Moments: **Suffolk County Ny Caseworker Trainee Test** . This emotionally charged ebook, available for download in a PDF format ( \*), is a celebration of love in all its forms. Download now and let the warmth of these stories envelop your heart.

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## **Table of Contents Suffolk County Ny Caseworker Trainee Test**

1. Understanding the eBook Suffolk County Ny Caseworker Trainee Test
  - The Rise of Digital Reading Suffolk County Ny Caseworker Trainee Test
  - Advantages of eBooks Over Traditional Books
2. Identifying Suffolk County Ny Caseworker Trainee Test
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Suffolk County Ny Caseworker Trainee Test
  - User-Friendly Interface
4. Exploring eBook Recommendations from Suffolk County Ny Caseworker Trainee Test
  - Personalized Recommendations
  - Suffolk County Ny Caseworker Trainee Test User Reviews and Ratings
  - Suffolk County Ny Caseworker Trainee Test and Bestseller Lists
5. Accessing Suffolk County Ny Caseworker Trainee Test Free and Paid eBooks
  - Suffolk County Ny Caseworker Trainee Test Public Domain eBooks
  - Suffolk County Ny Caseworker Trainee Test eBook Subscription Services
  - Suffolk County Ny Caseworker Trainee Test Budget-Friendly Options
6. Navigating Suffolk County Ny Caseworker Trainee Test eBook Formats

- ePub, PDF, MOBI, and More
  - Suffolk County Ny Caseworker Trainee Test Compatibility with Devices
  - Suffolk County Ny Caseworker Trainee Test Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Suffolk County Ny Caseworker Trainee Test
    - Highlighting and Note-Taking Suffolk County Ny Caseworker Trainee Test
    - Interactive Elements Suffolk County Ny Caseworker Trainee Test
  8. Staying Engaged with Suffolk County Ny Caseworker Trainee Test
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Suffolk County Ny Caseworker Trainee Test
  9. Balancing eBooks and Physical Books Suffolk County Ny Caseworker Trainee Test
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Suffolk County Ny Caseworker Trainee Test
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Suffolk County Ny Caseworker Trainee Test
    - Setting Reading Goals Suffolk County Ny Caseworker Trainee Test
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Suffolk County Ny Caseworker Trainee Test
    - Fact-Checking eBook Content of Suffolk County Ny Caseworker Trainee Test
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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