



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 3 columns: Examination No. & Title, Salary Grade, Beginning Salary\*. Rows include positions 20-178 through 20-183, all equated to G-7 with a beginning salary of \$32,972.

\*Salary effective 10/28/19

NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have a High School Diploma or High School Equivalency Diploma or similar equivalency such as a General Education Development Certification or higher degree.

NOTES:

- 1. Your high school diploma or equivalency diploma must have been awarded by a high school or educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.
2. If you are an employee of the NYS Office of Mental Health and you meet the minimum qualifications, an application for the promotion examination No. 10-028, Mental Health Therapy Aide Trainee will be automatically submitted for you.
3. Drug Testing: Prior to appointment, you will be required to participate in a drug-screening test.
4. Physical/Medical Requirements: Your physical and medical condition will be evaluated to ensure that you are to satisfactorily perform the duties of this position with or without reasonable accommodation.
5. Communication Proficiency: If you pass the examination for No. 20-179 Mental Health Therapy Aide Trainee (Chinese Language), No. 20-180 Mental Health Therapy Aide Trainee (Korean Language), No. 20-181 Mental Health Therapy Aide Trainee (Manual Communication), No. 20-182 Mental Health Therapy Aide Trainee (Russian Language), or No. 20-183 Mental Health Therapy Aide Trainee (Spanish Language), you will be required to demonstrate your communication proficiency at a level that will ensure your ability to perform properly to the duties of the position.
6. New York State Driver's License May Be Required: Depending on your assignment, you may be required to possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
7. Background Investigation/Justice Center Review: The names of all prospective employees will be:
- Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs.
- Investigated through a Criminal Background Check (CBC).
8. Medicaid and Medicare: In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists.
9. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
10. New York State residence is not required.
11. If you submit an application for examination Nos. 20-179 Mental Health Therapy Aide Trainee (Chinese Language), 20-180 Mental Health Therapy Aide Trainee (Korean Language), No. 20-181 Mental Health Therapy Aide Trainee (Manual Communication), 20-182 Mental Health Therapy Aide Trainee (Russian Language), or 20-183 Mental Health Therapy Aide Trainee (Spanish Language), an application will automatically be submitted for you for examination No. 20-178 Mental Health Therapy Aide Trainee.

**THE POSITIONS:** These positions are located in the facilities of the New York State Office of Mental Health (OMH) throughout New York State.

**DUTIES:** As a **Mental Health Therapy Aide Trainee**, you would provide direct services, treatment, rehabilitation, and support to individuals diagnosed with mental illness that receive services in an institutional or community-based setting. You would help individuals to participate in games and recreational programs; coach and encourage individuals to develop daily living skills; and provide a clean, safe, and comfortable environment. You would work with other staff to develop, carry out, and record care plans, and, in accordance with special instructions you may administer medication. This position may be physically demanding. You would need to be prepared to act to ensure the health and safety of patients and staff in emergency situations. You must be able to do such things as bend, stretch, and stand for long periods of time.

**SUBJECT OF EXAMINATION:** There will be no written test. If you meet the Minimum Qualifications your **education and experience** will be evaluated against the general background/critical activities of the position. The examination requires completion of an online application – see also How to Apply section. <https://www.omh.ny.gov/omhweb/employment/mhta.html>

Your answers to the application will be the only basis for your score. Resumes will NOT be accepted in lieu of a completed application. **Do Not Send a Resume.**

It is essential that you read, answer, and describe your education and experience as completely as possible on the online application form. Ambiguity, vagueness, or omissions will not be decided in your favor. Failure to complete the application correctly may result in disqualification. If disqualified, candidates must wait 12 months to re-apply.

The information you provide on the application is subject to verification. You may be required to furnish written verification of the education, experience, certification, or licensure claimed. False statements may result in removal from the eligible list, or termination of employment.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

**HOW TO APPLY:** Special online application instructions for this examination are available at: <https://www.omh.ny.gov/omhweb/employment/mhta.html>

The NYS Office Of Mental Health has an ongoing need for persons qualified for appointment to these positions and will accept applications at any time and will rate applications whenever additional eligibles are needed. It is anticipated that the examinations will be held on a periodic basis throughout the year. For information about this exam contact the following:

NYS Office of Mental Health, Decentralized Examination Unit  
44 Holland Avenue, Albany, New York 12229  
Telephone 1-877-691-8264

**RETEST POLICY:** Qualified candidates may retest as frequently as once per year, but a new online application is required each time. Apply at: <https://www.omh.ny.gov/omhweb/employment/mhta.html>

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#### INFORMATION FOR CANDIDATES

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.