



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 4 columns: Examination Nos. and Titles, Salary Grade, Beginning Salary, Job Rate. Rows include 20-560 Recreation Therapist, 20-561 Recreation Therapist (Spanish Language), 20-562 Recreation Therapist (Art), 20-563 Recreation Therapist (Dance), and 20-564 Recreation Therapist (Music).

ONLINE APPLICATION PROCESS AVAILABLE at http://www.cs.ny.gov/exams

NO APPLICATION PROCESSING FEE REQUIRED

Appointees 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 \$1,850 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have

For No. 20-560 Recreation Therapist and No. 20-561 Recreation Therapist (Spanish Language):

- Either 1. a bachelor's degree in Therapeutic Recreation;
Or 2. a bachelor's degree in Recreation, Physical Education or Adaptive Physical Education AND one year of experience in planning and administering a therapeutic recreation program* which involved developing and coordinating therapeutic recreational activities for geriatric patients/residents, individuals with developmental disabilities, individuals with psychiatric disabilities, individuals that are physically challenged, or individuals in treatment for chemical dependency;
Or 3. current credentials as a Certified Therapeutic Recreation Specialist (CTRS) issued by the National Council For Therapeutic Recreation Certification (NCTRC), 7 Elmwood Drive, New City, NY 10956. For further information you may contact them at (845) 639-1439 or at www.NCTRC.org
Or 4. current licensure by NYS as a Creative Arts Therapist. For information about licensure, visit www.op.nysed.gov or call (518) 474-3817.

For No. 20-562 Recreation Therapist (Art):

- Either 1. a bachelor's degree with a concentration or major in Art Therapy;
Or 2. a bachelor's degree in Creative Arts Therapy** with a concentration in art;
Or 3. a bachelor's degree in Art, Art Education, or Fine Arts AND one year of experience in planning and administering an art therapy program;***
Or 4. registration with the American Art Therapy Association as an Art Therapist.

For No. 20-563 Recreation Therapist (Dance):

- Either 1. a bachelor's degree with a concentration or major in Dance Therapy;
Or 2. a bachelor's degree in Creative Arts Therapy** with a concentration in dance;
Or 3. a bachelor's degree in Dance or Dance Education AND one year of experience in planning and administering a dance therapy program;***
Or 4. registration with the American Dance Therapy Association as a Dance Therapist;
Or 5. current licensure by NYS as a Creative Arts Therapist. For information about licensure, visit www.op.nysed.gov or call (518) 474-3817.

For No. 20-564 Recreation Therapist (Music):

- Either 1. a bachelor's degree with a concentration or major in Music Therapy;
Or 2. a bachelor's degree in Creative Arts Therapy** with a concentration in music;
Or 3. a bachelor's degree in Music or Music Education AND one year of experience in planning and administering a music therapy program;***
Or 4. certification by the American Music Therapy Association as a Music Therapist.
Or 5. current licensure by NYS as a Creative Arts Therapist. For information about licensure, visit www.op.nysed.gov or call (518) 474-3817.

*A therapeutic recreation program is defined as a professional service that assists people with disabilities and other limitations to have a leisure life-style that encompasses functional independence, health and well-being through treatment, education and participation. Therapeutic recreation is practiced in clinical, community and residential treatment settings.

**Note the concentration of your degree in Creative Arts Therapy on your application.

***This experience must involve development and coordination of recreational activities for geriatric patients/residents, individuals with developmental disabilities, individuals with psychiatric disabilities, individuals who are physically challenged, or individuals in treatment for chemical dependency. This experience must utilize the creative therapies of art, dance or music as a psychotherapeutic means of achieving in these individuals emotional growth and increased levels of functioning.

NOTES:

- 1. Some agencies may require an investigative screening that may include a thorough character investigation. Candidates interested in appointment to positions in Department of Health Veterans Homes will also be subject to an FBI Criminal Record History Check.
2. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
3. Your degree or college credit must have been awarded by a regionally accredited college or university 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. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Albany, New York 12239. Attention: S1MXL.
4. If you pass the examination for No. 20-561 Recreation Therapist (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to properly perform the duties of the position.

THE POSITIONS: The majority of these positions exist in the Office of Mental Health and the Office for People With Developmental Disabilities with a significant number of positions in the Bronx, Wards Island, and West Brentwood. These positions also exist in the Office of Alcoholism and Substance Abuse Services; the Department of Corrections and Community Supervision, Education, Health, and the State University Health Science Center in Syracuse.

DUTIES: As a **Recreation Therapist**, you would plan and conduct activities for adult, children, and adolescent client/patient groups, working individually or as a member of a treatment team or treatment program. You would analyze and report behavioral patterns to a team leader or other supervisor, verbally or in medical records. As a treatment team member, you would participate in team meetings, recreation/leisure assessment, and evaluation. In addition, you may be required to requisition, store, and maintain equipment and supplies. If you work in the creative art therapies, you would, depending upon the specialty, provide programs in art, dance or music to achieve a therapeutic aim. The goal of each program is to bring about positive change in a client's/patient's mental, physical, and/or social behavior.

SUBJECT OF EXAMINATION: There is 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. This evaluation will concentrate on the following education and experience: type and subject of your educational degree, years of experience in planning and administering a therapeutic recreation program with the specified populations identified under the minimum qualifications, and any current credentials issued by the National Council for Therapeutic Recreation Certification or American Art Therapy Association or American or National Association for Music Therapy. It is essential that you describe your education and experience as completely as possible on the NYS-APP Open Competitive Examination Application form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Additional unsolicited information will not be accepted after the last day for filing.

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.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

WHERE TO APPLY: Mail your completed application to:

- Application Processing, New York State Department of Civil Service, Albany, New York 12239

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time and will rate applications whenever additional eligibles are needed. In general, all applications received up to six weeks before a scheduled test date will be processed for that test date. Applications received afterward will be retained for the next schedule rating.

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 in 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 carrier 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.