



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 4 columns: Examination No. & Title, Salary Grade, Beginning Salary, Job Rate. Rows include Occupational Therapy Assistant 1, 2, Occupational Therapist, and Senior Occupational Therapist with their respective salary ranges.

*Rockland County downstate salary enhancement.

**Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk, and Westchester Counties downstate salary enhancement.

***Helen Hayes Hospital downstate salary enhancement.

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 downstate adjustment.

MINIMUM QUALIFICATIONS: On or before the date of filing application, you must meet the following requirements:

For 20-580: you must be eligible for authorization OR be authorized and currently registered to practice as an Occupational Therapy Assistant in New York State.

After two years of satisfactory experience as an Occupational Therapy Assistant 1, you will be advanced to Occupational Therapy Assistant 2 without further examination.

For 20-581: you must be authorized and currently registered to practice as an Occupational Therapy Assistant in New York State AND have two years of post authorization occupational therapy assistant experience.

For 20-582: you must be eligible for a limited permit OR have a license and current registration to practice Occupational Therapy in New York State.

If you are applying under eligibility for authorization or for a limited permit.

- For college programs registered by NYSED or accredited by the American Occupational Therapy Association – you must submit a copy of your college transcript with your NYS-APP.
For all other programs – submit a copy of documentation from NYSED that it has found your professional preparation to be acceptable.

After one year of satisfactory experience as an Occupational Therapist, you will be advanced to Senior Occupational Therapist without further examination.

For 20-583: you must be licensed and currently registered to practice as an Occupational Therapist in New York State AND have one year of post licensure occupational therapy experience.

NOTES:

- 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 (or excluded from any other Federal or Federally assisted program).

NOTES: (cont.)

2. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.
3. If, after appointment, your limited permit expires; you fail to obtain authorization; or your license, authorization and/or registration are not maintained, action will be taken to remove you from the position.
4. Information on requirements for authorization as an occupational therapy assistant or licensure as an occupational therapist should be directed to the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Unit 3, State Education Building – 2nd floor, Albany NY 12234; (518) 474-3817 ext 270; or on the internet at <http://www.op.nysed.gov/prof/ot> ; or email opunit3@mail.nysed.gov.
5. Credentials will be reviewed at the time of interview.
6. All statements made on the application are subject to investigation.
7. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.

THE POSITIONS: These positions exist in the residential facilities and community programs of the Office for People With Developmental Disabilities and Office of Mental Health; in the rehabilitation centers and long-term care facilities operated by the Department of Health; and at the New York State School for the Blind at Batavia and the New York State School for the Deaf at Rome. Currently, there are vacancies at various locations throughout the state.

DUTIES: As an **Occupational Therapy Assistant 1 or 2**, you would use constructive activity, usually in manual and creative arts, to improve or correct mental, emotional, or motor status disorders. You would function under the supervision of a licensed Occupational Therapist or Senior Occupational Therapist.

As an **Occupational Therapist**, you would evaluate, plan, and carry out individual treatment procedures for patients based on their needs and treatment goals. You would perform the duties of a first level professional clinician under the supervision of a Senior Occupational Therapist. You might supervise Occupational Therapy Assistants. As a **Senior Occupational Therapist**, you would function as an advanced clinician and may supervise Occupational Therapists and Occupational Therapy Assistants.

SUBJECT OF EXAMINATION: If you meet the Minimum Qualifications, your **education and experience** will be evaluated against the general background/critical activities of the position. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness, or omissions will not be decided in your favor. **DO NOT** send resumes. If you need more space, attach additional 8 1/2" x 11" sheets, following the same format used on the application form.

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:

- 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: A list of the facilities where these positions exist is a part of this announcement. To be employed by a facility of the **Office of Mental Health**, you should submit your application to 44 Holland Avenue, Albany, NY 12229. If you wish to be employed in one of the facilities of the **Office for People With Developmental Disabilities, Education Department** or the **Department of Health** you should send your application directly to that facility. **Do not send applications to the Department of Civil Service.** If you have any questions about this examination, write or call any of the listed facilities or agencies.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, facilities will accept applications at any time and will rate applications whenever additional eligibles are needed. Applications received after a rating is completed will be retained for the next rating.

NEW YORK STATE EDUCATION DEPARTMENT
Mail the completed application to the facility where you wish to be employed:

NYS School For The Blind 2A Richmond Avenue Batavia, NY 14020 (585) 343-5384	NYS School For The Deaf 401 Turin Street Rome, NY 13440 (315) 337-8400
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NEW YORK STATE OFFICE OF MENTAL HEALTH

To be employed by one of the OMH facilities below, you must indicate the facilities where you wish to be employed on your application and submit it to:

**New York State Office of Mental Health
Decentralized List Unit
44 Holland Avenue
Albany, NY 12229
(877) 691-8264**

Bronx Psychiatric Center 1500 Waters Place Bronx, NY 10461 (718) 931-0600	Hutchings Psychiatric Center 620 Madison Street Syracuse, NY 13210 (315) 426-3600	New York City Children's Center Bronx Campus 1350 Waters Place Bronx, NY 10461 (718) 239-3600	Rockland Children's Psychiatric Center 2 First Avenue Orangeburg, NY 10962 (845) 680-4000
Buffalo Psychiatric Center 400 Forest Avenue Buffalo, NY 14213 (716) 885-2261	Kingsboro Psychiatric Center 681 Clarkson Avenue Brooklyn, NY 11203 (718) 221-7700	New York City Children's Center Brooklyn Campus 1819 Bergen Street Brooklyn, NY 11233 (718) 221-4500	Rockland Psychiatric Center Old Orangeburg Road Orangeburg, NY 10962 (845) 680-4000
Capital District Psychiatric Center 75 New Scotland Avenue Albany, NY 12208 (518) 549-6000	Kirby Forensic Psychiatric Center 600 East 125th Street New York, NY 10035 (646) 672-6767	New York City Children's Center Queens Campus 74-03 Commonwealth Boulevard Bellerose, NY 11426 (718) 264-4500	Sagamore Children's Psychiatric Center 197 Half Hollow Road Dix Hills, NY 11746 (631) 370-1701
Central New York Psychiatric Center PO Box 300 Marcy, NY 13403 (315) 765-3600	Manhattan Psychiatric Center Wards Island Complex Wards Island, NY 10035 (212) 369-0500	NYS Psychiatric Institute 1051 Riverside Drive New York, NY 10032 (212) 543-5000	St. Lawrence Psychiatric Center 1 Chimney Point Drive Ogdensburg, NY 13669 (315) 541-2001
Creedmoor Psychiatric Center 79-25 Winchester Boulevard Queens Village, NY 11427 (718) 264-4000	Mid-Hudson Psychiatric Center 2834 Route 17M New Hampton, NY 10958 (845) 374-8700	Pilgrim Psychiatric Center 998 Crooked Hill Road West Brentwood, NY 11717 (631) 761-3500	South Beach Psychiatric Center 777 Seaview Avenue Staten Island, NY 10305 (718) 667-2300
Elmira Psychiatric Center 100 Washington Street Elmira, NY 14902 (607) 737-4711	Mohawk Valley Psychiatric Center 1400 Noyes Street Utica, NY 13502 (315) 738-3800	Rochester Psychiatric Center 1111 Elmwood Avenue Rochester, NY 14620 (585) 241-1200	Western New York Children's Psychiatric Center 1010 East and West Road West Seneca, NY 14224 (716) 677-7000
Greater Binghamton Health Center 425 Robinson Street Binghamton, NY 13904 (607) 724-1391	Nathan S. Kline Institute for Psychiatric Research 140 Old Orangeburg Rd. Orangeburg, NY 10962 (845) 398-5500		

NEW YORK STATE DEPARTMENT OF HEALTH

Mail the completed application to the facility where you wish to be employed:

Helen Hayes Hospital Route 9W West Haverstraw, NY 10993 (845)786-4000 Attention: Human Resources Department	New York State Veterans Home at Oxford 4211 State Highway 220 Oxford, NY 13830-4305 (607) 843-3121 Attention: Human Resources Department
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NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES**Mail the completed application to the facility where you wish to be employed:**

Bernard M. Fineson Developmental Disabilities State Operations Office P.O. Box 280507 Queens Village, NY 11428-0507 (718) 217-5110	Central New York Developmental Disabilities State Operations Office Rome Office 101 W. Liberty Street Rome, NY 13440 (315) 336-2300, Ext. 578	Hudson Valley Developmental Disabilities State Operations Office P.O. Box 470, 7 Wilbur Road Thiells, NY 10984 (845) 947-6192	Staten Island Developmental Disabilities State Operations Office 1150 Forest Hill Road Staten Island, NY 10314-6316 (718) 983-5433
Brooklyn Developmental Disabilities State Operations Office 888 Fountain Avenue Brooklyn, NY 11239 (718) 642-6310	Central New York Developmental Disabilities State Operations Office Syracuse Office 187 North Concourse Syracuse, NY 13212 (315) 473-6980	Long Island Developmental Disabilities State Operations Office 45 Mall Drive, Suite 1 Commack, NY 11725 (631) 493-1700	Sunmount Developmental Disabilities State Operations Office 2445 State Route 30 Tupper Lake, NY 12986 (518) 359-4150
Broome Developmental Disabilities State Operations Office 249 Glenwood Road Binghamton, NY 13905-1695 (607) 770-0241	Finger Lakes Developmental Disabilities State Operations Office Attention: Human Resources Office 620 Westfall Road Rochester, NY 14620 (585) 461-8800	NYS Institute For Basic Research in Developmental Disabilities State Operations Office 1050 Forest Hill Road Staten Island, NY 10314 (718) 494-5100	Taconic Developmental Disabilities State Operations Office 26 Center Circle Wassaic, NY 12592 Attn: Human Resources Office (845) 877-6821, Ext. 3367
Capital District Developmental Disabilities State Operations Office 500 Balltown Road Schenectady, NY 12304 (518) 388-0838		Metro New York Developmental Disabilities State Operations Office Human Resources Office 2400 Halsey Street Bronx, NY 10461 (718) 430-0710	Western New York Developmental Disabilities State Operations Office 1200 East & West Road West Seneca, NY 14224 (716) 517-2000

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 retests exists. The Department of Civil Service reserves the right to terminate this special recruitment program.