

<p>You must submit a copy of your transcript at the time of application. (See "How to Apply.")</p>	<p>TEST ANNOUNCEMENT 2013-006 ISSUED - MAY 15, 2013 CLOSING DATE – OPEN CONTINUOUSLY</p>
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**Commonwealth of Pennsylvania
State Civil Service Commission**

Examinations

for

**DRUG AND ALCOHOL CASE MANAGEMENT SPECIALISTS AND SUPERVISOR
(LOCAL GOVERNMENT)**

<u>Exam No.</u>	<u>Job Titles</u>	<u>Job Codes</u>	<u>Pay Schedule and Range</u>
1.	Drug and Alcohol Case Management Specialist Trainee (Local Government)	L0685	*
2.	Drug and Alcohol Case Management Specialist (Local Government)	L0686	*
3.	Drug and Alcohol Case Management Supervisor (Local Government)	L0687	*

When completing your application, please make sure you apply for all job titles for which you want to be tested. You will NOT be permitted to add job titles after you test.

If you are hired as a Drug and Alcohol Case Management Specialist Trainee (Local Government) and successfully complete the training period, you will be promoted to Drug and Alcohol Case Management Specialist (Local Government) with an increase in salary.

*Local government salaries vary. Contact the Human Resources Office of the local government agency where you are interested in working for specific information.

APPLICATIONS WILL BE ACCEPTED UNTIL FURTHER NOTICE.

Veterans: Pennsylvania law (51 Pa.C.S. §7103) provides employment preference for qualified veterans for appointment to many state and local government jobs. To learn more about employment preferences and opportunities for veterans, visit the Commission's website, Job Seekers page, for [Veterans](#); visit one of our offices; or contact us at ra-cs-vetpreference@pa.gov.

NATURE OF WORK

This is professional work providing a full range of case management services in the field of drug and alcohol treatment. You will assess clients' needs to determine the level of care required based on placement guidelines, coordinate access to treatment services; and develop and implement a comprehensive service plan. You will monitor the treatment progress of clients, write reports, and advocate for clients with other agencies or organizations to maximize clients' benefits. Trainees work at a probationary level under

close supervision; supervisors supervise lower level Drug and Alcohol Case Management Specialists and Trainees.

JOB REQUIREMENTS

You will be tested **before** your qualifications are reviewed. Your test results will count only if you meet all job requirements. If after reading the requirements you are not sure you qualify, contact one of the Commission's offices listed at the end of this announcement for guidance.

For some jobs, offers of employment will be made only if you are willing to travel. Travel expenses will be paid.

You are subject to Pennsylvania residency requirements and must be able to perform the essential functions of the job. Visit the Commission's website, Job Seekers page, for [PA residency requirement](#).

Minimum Requirements:

Drug and Alcohol Case Management Specialist Trainee – A bachelor's degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or a related field; **OR** a bachelor's degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences; **OR** an equivalent combination of experience and training.

Drug and Alcohol Case Management Specialist – One year as a Drug and Alcohol Case Management Specialist Trainee; **OR** a bachelor's degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or a related field; and one year direct service experience performing counseling or case management work in alcohol or other drug treatment setting; **OR** a bachelor's degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences; and one year direct service experience performing counseling or case management work in alcohol or other drug treatment setting; **OR** an equivalent combination of experience and training.

Drug and Alcohol Case Management Supervisor – Two years as a Drug and Alcohol Case Management Specialist; **OR** a bachelor's degree in Chemical Dependency, Sociology, Social Welfare, Psychology, Nursing or a related field; and three years direct service experience performing counseling or case management work in alcohol or other drug treatment setting; **OR** a bachelor's degree which includes or is supplemented by successful completion of 18 college credits in sociology, social welfare, psychology, criminal justice or other related social sciences; and three years direct service experience performing counseling or case management work in alcohol or other drug treatment setting; **OR** an equivalent combination of experience and training.

JOB OPPORTUNITIES **EQUAL OPPORTUNITY EMPLOYER**

These positions are located in local government Drug and Alcohol programs throughout the Commonwealth including the following counties:

Trainee – Beaver, Forest/Warren, Franklin/Fulton, Luzerne/Wyoming, Northumberland, York/Adams.

Specialist – Beaver, Bradford/Sullivan, Butler, Cambria, Centre, Columbia/Montour/Snyder/Union, Cumberland/Perry, Dauphin, Delaware, Erie, Franklin/Fulton, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne/Wyoming, Northampton, Northumberland, Potter, Schuylkill, Susquehanna, Tioga, Wayne, York/Adams.

Supervisor – Beaver, Butler, Cambria, Cumberland/Perry, Dauphin, Delaware, Erie, Lackawanna, Lancaster, Luzerne/Wyoming, Northampton, York/Adams.

Lists created by these tests will be used to fill future vacancies as they occur due to retirements, promotions, transfers, resignations and so forth.

There are no current positions or expected future job openings in any counties except those listed above.

Employment preference may be given to residents of the county where the jobs are located.

Promotion preference may be given to employees who work in the county where job openings occur.

For the most recent information on job opportunities contact the Human Resources office of the local government agency where you are interested in working (located in the telephone directory under "Government/County"), or the Pennsylvania Office of Administration, Office of Human Resources, Executive Offices, 508B Finance Building, 613 North Street, Harrisburg, PA 17120; Telephone: (717) 783-5446; Internet: <http://www.ddap.pa.gov/>.

TESTING

The test will be administered on a computer. Information about computerized testing is available online at www.scsc.pa.gov.

You will have a maximum of 3 hours to complete the test which will cover the following subject areas:

<u>Subject Area</u>	<u>Number of Questions</u>		
	<u>L0685</u>	<u>L0686</u>	<u>L0687</u>
Principles and Methods of Casework	25	25	25
Addiction as a Disease and Its Treatment Methodologies	30	30	30
Reading Comprehension	10	10	10
Effective Expression	15	15	15
Interpersonal Relationships	25	25	25
Principles and Methods of Drug and Alcohol Case Management	--	20	20
Drug and Alcohol Treatment Modalities and Effects of Addiction	--	10	10
Principles and Methods of Supervision	--	--	<u>30</u>
Total	105	135	165

The test will be administered in the Harrisburg, Philadelphia and Pittsburgh State Civil Service Commission offices, Monday through Friday.

The test also will be held approximately 10 days a month at additional test centers located in Erie, Johnstown, Lock Haven, and Scranton. For further details on test dates, contact the Commission's Test Administration Unit; Telephone (717) 787-2935.

If you take the test and want to take it again, you may be retested after 6 months from the date of your test. You must submit a new application to be retested.

If your name is on an eligible list for these job titles and you take this test, your most recent examination result will be the only one counted.

TEST RESULTS

Employment and promotion lists will be established. You will be notified in writing of your test results.

HOW TO APPLY

Complete your application on the Commission's website, Job Seekers page, by selecting [Online Application](#).

Online applications require submission of a copy of your transcripts at the time of application. Unofficial transcripts are acceptable. Enter your name and Social Security Number at the top of the transcripts. Send by e-mail to RA-cs-transcripts@pa.gov or fax to (717) 787-8650.

Applications and further information can be obtained from:

1. State Civil Service Commission:

Harrisburg: 2nd Level, Strawberry Sq. Complex, 320 Market St., P.O. Box 569, Hbg., 17108-0569; Telephone (717) 783-3058

Philadelphia: 110 North 8th St., Suite 503, Phila., 19107; Telephone (215) 560-2253

Pittsburgh: 411 Seventh Ave., Room 410, Pgh., 15219; Telephone (412) 565-7666

Telecommunications Relay Service (TRS): 711 (Hearing and speech disabilities or other individuals)

Internet: www.scsc.pa.gov

2. PA CareerLink offices
3. The Human Resources offices listed under the "JOB OPPORTUNITIES" section of this announcement

For further information on testing, assistance for persons with disabilities, veterans' preference and other items, refer to the instructions provided with the "Application for Employment/Promotion."