

<p>You must submit <a href="#">Application Supplement No. 2008-122-1</a> with your online application.</p>	<p>TEST ANNOUNCEMENT  NUMBER: 2008-122  ISSUED: MAY 7, 2008  REVISED: MARCH 4, 2015</p>
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**Commonwealth of Pennsylvania  
State Civil Service Commission**

Examinations

for

**RESIDENTIAL PROGRAM TRAINEES AND WORKERS  
(Local Government)**

**COMPLETING THE APPLICATION SUPPLEMENT IS THE TEST.**

<u>Exam No.</u>	<u>Job Title</u>	<u>Job Code</u>	<u>Starting Salary</u>
1.	Residential Program Trainee (Local Government)	L0785	*
2.	Residential Program Worker (Local Government)	L0786	*

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

**Do not apply for these jobs unless you are available for employment in one or more of the following counties: Clarion, Tioga, Bedford and Somerset Counties.**

**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.**

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 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](mailto:ra-cs-vetpreference@pa.gov).

**NATURE OF WORK**

You will work in county mental health/mental retardation (MH/MR) community residential programs providing services to clients with mental health and/or developmental disabilities. You will instruct clients in residential settings to aid them in attaining the skills necessary for independent living in the community. Work includes instructing and assisting clients with personal hygiene and daily living skills such as housekeeping, cooking, laundry and shopping; introducing clients to community organizations and recreational opportunities; supporting clients to aid them in adjusting to community living and solving personal problems; and ensuring that clients receive medical and emergency care as necessary. Employees normally work in the afternoons, evenings, weekends and holidays when clients are not at work or school. You will also be scheduled to work during nighttime hours.

Residential Program Trainees will work with Residential Program Workers and train for 6-months on-the-job.

### **JOB REQUIREMENTS**

Please make sure you meet all 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.

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](#).

Some of the positions in these job titles come under the provisions of the Child Protective Services Law. If you are a final candidate for one of these positions, you will have to provide reports on your background from such sources as the Pennsylvania State Police and the Pennsylvania Department of Human Services. You will receive information about these requirements and how to obtain the required reports at the time you are being considered for employment.

Some of the positions in these job titles come under the provisions of the Older Adults Protective Services Act. If you are a final candidate for one of these positions, you will have to obtain a report of criminal record information from the Pennsylvania State Police or a statement that the State Police Central Repository contains no information relating to you. If you are currently a Pennsylvania resident and a final candidate but have not been a resident for two years prior to the date that you received notification that you are a final candidate, you are also required to furnish a report of Federal Criminal History Record Information from the Federal Bureau of Investigation. If your background is unacceptable, you will be disqualified for employment in such positions. You will receive information about this requirement and how to obtain the required reports at the time you are being considered for employment.

#### **Minimum Requirements**

##### Residential Program Trainee:

No previous experience and training required.

##### Residential Program Worker:

Six months of experience as a Residential Program Trainee; **OR** 1 year of experience in a human services agency working with mentally disabled individuals, the elderly or children and youth; **OR** 2 years of college which includes courses appropriate to the human services field; **OR** an equivalent combination of experience and training.

#### **Clarification of Requirements - Residential Program Worker**

You may substitute related education for the required experience or appropriate experience for the required education. Unrelated experience or education will not be accepted.

### **JOB OPPORTUNITIES**

#### **EQUAL OPPORTUNITY EMPLOYER**

There are 39 filled Residential Program Worker positions throughout the Commonwealth.

Additional opportunities may occur due to normal turnover from retirements, promotions, transfers, resignations and so forth.

Employment preference may be given to residents in the counties where jobs are located.

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

For the most recent information on job opportunities contact:

Clarion Mental Health/Mental Retardation Office  
214 South 7th Avenue  
Clarion, Pennsylvania 16214  
Telephone: (814) 226-4000, Ext. 2707

**OR**

Tioga County Human Services Agency  
P.O. Box 766  
Shumway Hill Road  
Wellsboro, Pennsylvania 16901  
Toll Free: (800) 242-5766

**OR**

Bedford-Somerset Mental Health/Mental Retardation Office  
Human Resources Department  
245 West Race Street  
Somerset, Pennsylvania 15501  
Telephone: (877) 814-4891 or (814) 443-4891

### **TESTING**

You will be rated on your experience and training. Your score will be based on information you report on your application and application supplement.

You must provide complete and accurate information. Failure to do so may delay the processing of your application, or result in a lower-than-deserved score or disqualification.

If you take the test and want to take it again, you may be retested after six months from the date of your "Notice of Examination Results." A new application and application supplement are required for a retest.

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.

These lists will replace any previous lists.

These tests are different from previous tests for these job titles. If you have taken the test before, you may get a different score on this test.

### **HOW TO APPLY**

Complete your application (and [Application Supplement No. 2008-122-1](#)) on the Commission's website, Job Seekers page, by selecting [Online Application](#).

Applications, [Application Supplement No. 2008-122-1](#) 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](http://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."