



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094

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## **CONTINUOUS RECRUITMENT FOR REGISTERED NURSE - MENTAL HEALTH (Training & Experience)**

**Open Competitive Examination**

**Salary: CSEA Grade 10**

This examination is held on a continuous recruitment basis. The eligible list resulting from this examination will be used to fill any vacancies as they occur under the jurisdiction of Niagara County Civil Service during the life of the list.

Your name will be placed on the eligible list in final score order, regardless of when you filed or received your grade. Your name at that score will remain on the list for a one (1) year period. Should you receive a permanent appointment from the list, your name will be removed from consideration for subsequent vacancies.

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

### **MINIMUM QUALIFICATIONS**

Candidates must possess a New York State Registered Professional Nurse license at time of appointment **and** possess one (1) year of supervised nursing experience in a licensed mental hygiene setting. **Enclose a copy** of your RPN license with your application.

**NOTE:** Licensed Mental Hygiene settings include the New York State Office of Mental Health (OMH), the Office of Mental Retardation and Developmental Disabilities (OMRDD), and the Office of Alcoholism and Substance Abuse Services (OASAS).

**DISTINGUISHING FEATURES OF THE CLASS:** A Community Mental Health Nurse, as a registered professional nurse, works as a member of a multi-disciplinary clinical treatment team providing a total therapy program tailored to the individual needs of mentally ill or developmentally disabled clients. Incumbents serve as the medical and psychiatric nursing care specialists on such a treatment team in consulting with and advising team members, community groups, and others in areas of the nursing specialty; coordinate treatment efforts with community health and related services; and carry out a treatment plan for a caseload of clients.

The activities of a Community Mental Health Nurse are characterized by a wide range of relationships with health and related services, with mentally ill and developmentally disabled clients and their families, and with the community service providers in general. Within the treatment team the Community Mental Health Nurse is the professional nurse providing direction, assistance, consultation and instruction to team members on all aspects of medical and psychiatric nursing care. A Community Mental Health Nurse position is distinguished from other Registered Professional Nurse positions by their role as primary therapist to a caseload of mentally ill, chemically dependent or developmentally disabled clients and families in a community setting. The incumbent is recognized as the Qualified Health Professional of the case and may be subject to license suspension or termination for Office of Mental Health violations. Does related work as required.

**SUBJECT OF EXAMINATION:** There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the background of the position. It is essential that you give complete and accurate information on the application form and training and experience questionnaire. You must also submit official college transcripts to this office by the time your name is certified.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, and duties performed by you must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor...**EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **If these documents are not on file prior to canvassing for vacant positions, your name will not be canvassed, you will receive a disapproval letter and your name will be removed from consideration for all future appointments.**

**PLEASE REVIEW THE “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” PRIOR TO COMPLETING YOUR APPLICATION.** The information sheet is located on the Niagara County Web Site [www.niagaracounty.com](http://www.niagaracounty.com) click on ‘employment’. It is the first item posted in red. Application forms are also assessable from the web site.

A non-refundable **\$15.00** application fee must accompany each application. Submit check or money order only – payable to: **Niagara County Civil Service.**

**APPLICATIONS ACCEPTED ON A CONTINUOUS BASIS**